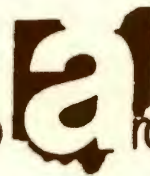


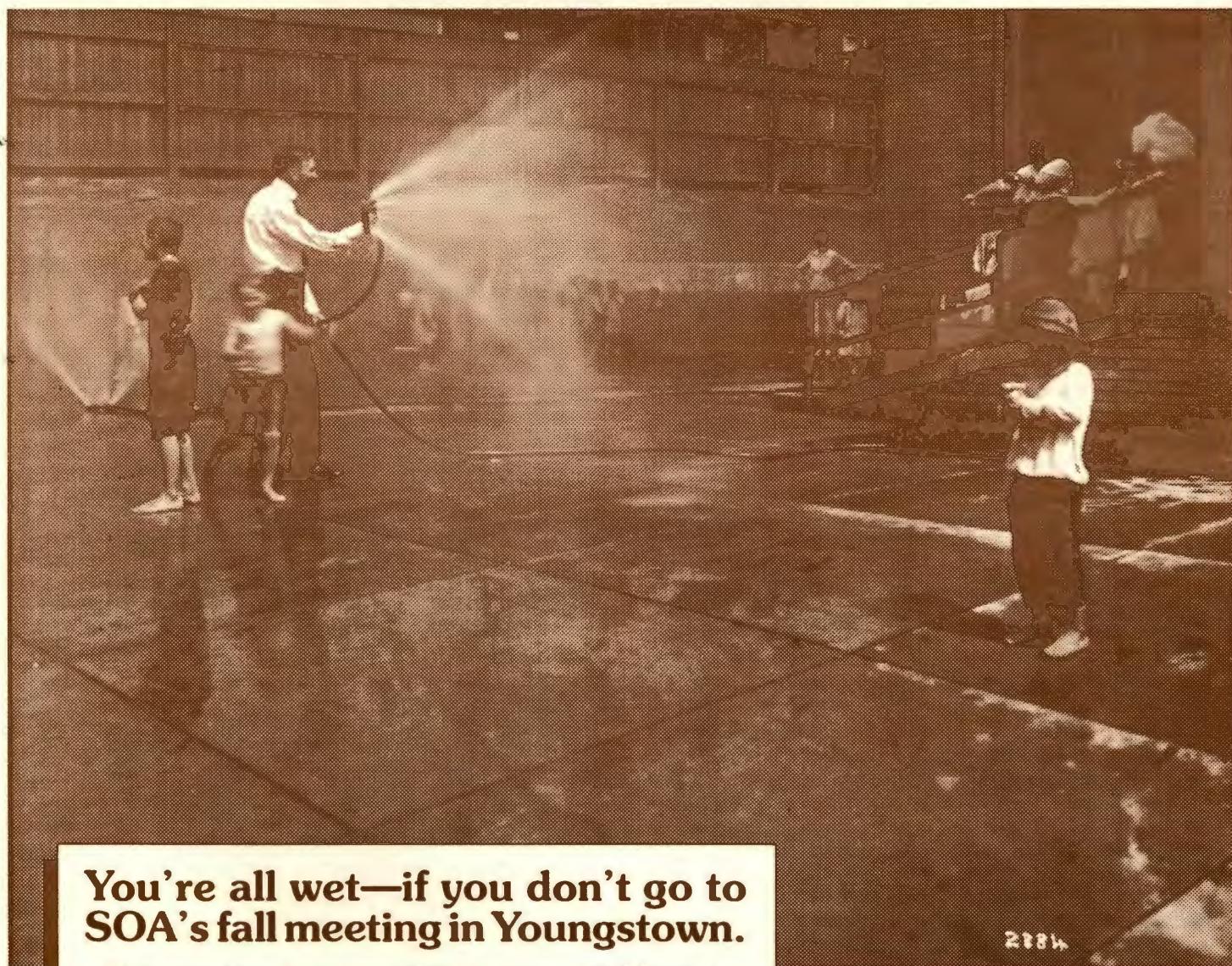
The Society of Ohio Archivists



The Ohio Archivist

VOL. 28 NO. 2 • FALL 1997

Youngstown hosts fall meeting Sept. 25-27



You're all wet—if you don't go to SOA's fall meeting in Youngstown.

Summertime fun provided for local children in the old days by Youngstown Sheet & Tube.

TURN TO P. 2 FOR MEETING DETAILS

PHOTO COURTESY OF YOUNGSTOWN HISTORICAL CENTER
FOR LABOR & INDUSTRY

Workshops, arts and industry tours complement fall meeting agenda

SOA will be traveling to Youngstown on September 25 and 26, with archival workshops on Saturday, Sept. 27. On Thursday, Peter Gottlieb, State Archivist of Wisconsin, will give a keynote talk about his experiences as both researcher and archivist in labor archives. John Smith of the Andy Warhol Museum in Pittsburgh speaks about his collections in Friday's plenary session. Featured session topics are: archivists working in museums (Pro Football, Rock and Roll); a review of northeast Ohio repositories outside of Greater Cleveland; EAD; a workshop on preservation (given by a NASA scientist); copyright; and local government records, featuring Thomas Burke of OHS and Assistant Attorney General Lisa Wu Fate. We look forward to the new venue and the exciting program arranged by Randy Gooden and Laurie Gemmill (Youngstown Historical Center for Labor and Industry), Nancy Birk (Kent State University), and Pam Pletcher (Mahoning Valley Historical Society).

A WARM RECEPTION AWAITS YOU AT THE FALL MEETING IN YOUNGSTOWN



A "flying gang" enforced conformity at the picket lines.

PHOTO COURTESY OF YOUNGSTOWN HISTORICAL CENTER FOR LABOR & INDUSTRY

On Saturday, SOA's Education Committee is conducting the following workshops (all half-day): Digitization, Archival Appraisal, Outreach, Arrangement and Description, and Beginning Computers.

In addition to the above, the Mahoning Valley Historical Society will host a reception in its Arms Mansion (tours available at the reception and Friday afternoon from 1 to 4). There will be a formal tour to North Star Steel, highlighting Youngstown's industrial heritage, and informal tours are available to the famous Butler Art Institute. The meeting is being held in Youngstown's cultural heart, with two each of archival repositories, museums, and libraries within walking distance. The hotel will be the Wick-Pollock Inn, across the street from the Historical Society. A fascinating sidelight is the simultaneous meeting in Youngstown of a chapter of the Society of Industrial Archaeologists.

For more information, contact Randy Gooden at 330/743-5934.

COUNCIL ACTIONS

June 26, 1997, Kappa Kappa Gamma, Columbus

Having an SOA representative at a booth at the SAA annual meeting was discussed; Mark Greene, SAA coordinator for regional archival education programs, asked for SOA Education Committee representation at an SAA committee meeting to coordinate workshops.

Preliminary budget was established for next year, based on last few years' expenses.

Rich Hite suggested beginning work on an update of SOA's 1974 guide to archives and manuscripts in Ohio as a project for the Ohio bicentennial.

Committee assignments were made: Tom Culbertson, Programs Committee [standing committee on programs in general]; Dawne Dewey, Awards Committee; Kerrie Moore, Nominating Committee; Jim Oda, Membership Committee; Gillian Hill, Education Committee.

PRESIDENT'S COLUMN

Thank you for helping SOA be successful

SOA has many people to thank for the recent success that we have enjoyed. Most deserving of thanks is George Parkinson and his staff at the Ohio Historical Society. OHS has provided us with a place to meet each spring for the past several years, and OHS staff members have worked on program and local arrangement committees. In addition, they have kept SOA members informed about archival issues, especially at the state level. We hope to continue to work with the OHS staff as we look ahead to the spring 1998 meeting in Columbus and an anticipated visit from Cuban archivist Carlos Suárez Balseiro.

Carlos is hoping to visit the United States next April and May, and the effort to get him here is being led by Fred Lautzenheiser. Fred has endured last year's failed attempt to get Carlos here, and continues to garner support from institutions and individuals in the Midwest, as well as Washington, D.C., San Antonio, and Boston. I hope that SOA members will volunteer to help Fred in

any way possible. SOA would like to be recognized as the leader of this effort, but our ultimate goal is to make sure that Carlos gets the opportunity to come to the United States. Many thanks to Fred Lautzenheiser for accepting the majority of the responsibility.

Finally, I would like to thank Randy Gooden and the staff at the Youngstown Historical Center of Industry and Labor for agreeing to host the fall 1997 meeting of SOA. This will be SOA's first visit to the new site in Youngstown. The Program Committee worked very hard to continue our run of excellent meetings. The concurrent sessions will provide many opportunities for the sharing of ideas, including presentations on EAD. Please join us in Youngstown in September.

Thanks to all of you who have contributed to the success of the Society of Ohio Archivists.

Ken Grossi
SOA President

SGML: An introduction for the curious but cautious

JILL TATEM is Assistant University Archivist at Case Western Reserve University. She has been interested in the applications of automation to archives, in particular, university archives, for a long time, publishing *A Thesaurus of University Terms* with Jeff Rollison in 1986 (an SAA publication) and serving as chair of the SAA College & University Archives Section. This article gives a quick and understandable overview of SGML for the average archivist, as well as important indications for finding further information.

What is it?

SGML, Standard Generalized Markup Language, is an international standard, ISO 8879, adopted in 1986. SGML is a meta-language, that is, a formal mechanism for describing a language, specifically a markup language.

Where did it come from?

Historically, markup inserted codes within a text instructing composers how to lay out or print texts. Generalized markup, rather than identifying how text should be processed to look certain ways, describes what the text is. A markup language is a set of conventions used to encode or tag text. The language defines what markup is permitted, what markup is required, and how markup is differentiated from text. The Standard Generalized Markup Language started out as GML, the Generalized Markup Language, created by Charles Goldfarb, Edward Mosher and Raymond Lorie in 1969 at IBM.

What does it do?

There are two key characteristics of SGML. First, it is device-independent. Conforming documents can be transported across hardware and software environments without loss of information. Second, SGML is descriptive, not procedural; that is, it defines parts of a document, the text's purpose rather than its appearance. Basic to SGML is the idea that text is not simply a sequence of bytes or characters or words. Text is made up of structural units. SGML defines three kinds of units: *elements*, *entities*, and *attributes*. SGML doesn't define their names and meaning, only their relationships to each other. Their meaning is determined by an application of SGML, as specified in a **document type definition**, a DTD. The DTD describes the structure of a class of document, a sort of parts list, showing the names of elements, what elements must be included, how they relate to one another, and permissible values. Documents conforming to that DTD are said to be instances of that class of documents and, thus, can be validated with respect to that class.

Elements are the basic units. Depending on the type of document, elements could be things like chapters or stanzas. The definition of an element in the DTD consists of the name and a description of the content. (See example at end.)

Attributes are information about elements that are not part of their content, for example identifying names or numbers that may not be part of the text, but that assist in characterizing an element for processing.

Internal entities are individual pieces of text that are independent of the element structure, named pieces of text that need to be referred to in a system- and storage-independent way—for example, accent marks. *External entities* refer to objects that are physically stored outside the document, but are functionally part of it, like images.

Thus, a DTD is a generalized representation of the structure of a class of documents. This is not nearly as esoteric as it sounds. We are accustomed to thinking about complex objects in terms of their generalized structure. For example, a house is a class of building whose structure can be defined in terms of its components. Some of these components are functional: stories, rooms, floors, walls, doors, windows, etc. In SGML parlance we would call these *elements*. To distinguish the first story from the second story and the north wall from the east, for example, we could use qualifiers or modifiers (north, first, etc.) as SGML defines *attributes*. Another way to think about houses is the materials that go into them: wood, glass, copper, plastic, and so on. These are definitely part of houses, but they don't depend on the hierarchical structure of houses in the way that elements do. These would be *entities*. There's another kind of information that has to be considered in constructing a house, things like the plot of land on which it is built and which direction it faces. These would be *external entities*.

Once all the house components are identified, the ways they work together must be defined. These pieces and parts don't just get flung together any which way to make a house. They relate to each other in some predictable ways. For example, we might want to say that, for a building to be a house, it has to have at least one story with at least three rooms. One of these rooms has to be a bathroom and one has to be a kitchen. The third can be anything. The house can have more than three rooms, of course. We would also probably want to define whole/part relationships, viz.: a window must be part of a wall, but not every wall has to have a window. We might define sequential relationships: foundations have to be built before roofs. In doing all this, we're putting the elements in a hierarchical structure. We would want to specify what information about each element should be included in the instruction, for example, how rooms are to be described—perhaps by their dimensions or by their names, or both.

Another class of building is garages. Whereas we said a house had to have at least three rooms, including a kitchen and a bathroom, garages typically have at least one room and rarely have bathrooms and kitchens; but garages have windows, and those windows are in walls. The foundation still needs to be built before the roof, etc.

One way to put all this together would be to write out long prosy paragraphs, as above. This might be just fine if only human beings were going to use the instructions; but, while we were thinking deep abstract thoughts about the nature of houses and garages, we realized that we could use computers to do things with these representations, like displaying three-dimensional models of designs to would-be buyers so they could get a better idea of what the house would look like—or we could customize the design by modifying it and see the effect of those modifications. We could generate materials lists and cost figures by linking our design to tables of materials. All kinds of possibilities occur. In order to take advantage of these wonders, our house descriptions need to be in some structured, formal representation that can be processed by the software; and, if we don't want to have to write new software for every house or new software for each different process of a single house, we need to make sure that the structured, formal representation of our house is standard, that we identify the same element the same way in each description and that the software can tell an element from an entity. Also, since we now have not only houses but garages to keep track of, we need a way to identify each type of description and the rules that relate to each.

Thus we might step up another level of abstraction, this time dealing with all these pieces but without regard to what any of them means, simply how to represent elements, attributes, entities; how to identify each type of representation, and how to make sure that a representation of a house, for example, follows the rules we've

defined for houses (how many rooms, the presence of a bathroom, that the foundation comes before the roof, etc.). This is where a standard like SGML is useful. It defines a syntax to govern how all this information is recorded so it can be processed by software.

All that business of thinking about the components and materials of houses is what happens when a DTD, an application of SGML, is being defined. The way that those definitions are expressed is governed by SGML. This, then, is the first lesson to be learned about SGML: that it is several layers of abstraction removed from the sort of electronic texts we might be familiar with producing on our desktop computers.

How do you use it?

Once a DTD is defined, it is used to *encode* or *tag* text. An SGML document has three parts: the *SGML declaration*, a *prolog* and a *document instance*. The SGML declaration specifies, among other things, the character set. The prolog contains the document type declaration which includes the element and entity declarations, that is, what tags can be used. Depending on the system processing the document, this information is often stored in separate files outside the document. The document instance is the content of the document, text and markup. Markup is the tags identifying the elements. (See example at end.)

How does one actually "do" SGML? We'll assume that the DTD is already defined and we have only to put it to use. Sequentially, there are several stages: *data capture*, *validation*, and *use*.

SGML documents can be created from scratch using any word processor to manually key in text and tags, or by using an SGML editor. Editors use information in the DTD to prompt the user for required elements. In our house example, if we had decided that the first element to appear in a description was the foundation, an editor might prompt us to enter information about the foundation at the beginning of the document. Some word processors have add-on tools or modules that will translate native formats to SGML. SGML documents can be converted from unstructured text, can be scanned and processed by OCR software, or can be created from output from a database. Obviously, the ease of conversion will depend on how closely the structure of the source document matches that of the DTD.

The parser is the heart of the SGML system. It compares a document instance to the DTD to which it claims to conform and tests the instance to make sure that the tags used are valid according to the DTD.

The document is used by formatters, which process a valid document instance according to user specifications to produce some form of the document that can be processed by application software. For example, page layout software produces printed output. Databases can store SGML documents for further manipulation. SGML documents can be delivered electronically for display, searching, and annotation. In all of these uses, some packages operate directly on the SGML document; some transform it to their own formats first.

These operations or functions are available in separate software packages or combined in various suites of software. For example, some editors include parsers. There is free and commercial software available for most platforms, but there is a wider range of choice for some functions than others. There are more editors and parsers than browsers, for example.

Who is using it?

So who is "doing" SGML? Robin Cover's SGML Web Page <<http://www.sil.org/sgml/sgml.html>> in April 1997 listed more than 70 academic projects. U.S. government agencies such as the Department of Defense, the Internal Revenue Service, the Library of Congress, and the Securities and Exchange Commission have SGML projects. The Air Transport Association, the American Association of Publishers, IEEE, OCLC, the American Institute of Physics, and other trade and industry groups also have SGML projects.

One of the larger academic projects is the Text Encoding Initiative. As of April 1997, the TEI listed more than 55 separate projects using the TEI encoding scheme.¹ The Text Encoding Initiative is sponsored by the Association for Computers and Humanities (ACH), the Association for Computational Linguistics (ACL), and the Association for Literary and Linguistic Computing (ALLC). "Since 1988 the TEI has been working towards the definition of a suite of guidelines and recommendations for use when encoding text in digital form for all kinds of research purposes. *TEI P3 Guidelines for Electronic Text Encoding and Interchange* is a 1300-page document published in May 1994."² The TEI has created a modular SGML application to serve the needs of humanities and language scholars. It allows many different texts to be encoded in a compatible form which means that they can be analyzed by the same SGML-conformant software while still reflecting a diversity of scholarly opinion about the texts. The TEI has developed base tag sets for prose, verse, drama, spoken texts, print dictionaries, and terminological data.

Berkeley Finding Aid Project/Encoded Archival Description

Also, of course, archivists may now be using SGML for some kinds of finding aids. The Berkeley Finding Aid Project was initiated in 1993 by Daniel Pitti at the University of California at Berkeley. The library at Berkeley was working in "three complementary research/demonstration projects that have as their ultimate goal a comprehensive standards-based digital archive and library system."³ Their model included USMARC collection-level records linked to SGML-based finding aids linked to digital representations of primary source materials for the use of the scholarly community.

The early requirements defined by the project included the ability to present extensive and interrelated descriptive information found in archival finding aids; the ability to preserve hierarchical relationships between levels of description; the ability to represent descriptive information inherited by one level from another; ability to move within a hierarchical structure; and support for element-specific indexing and retrieval.⁴

Project participants investigated Gopher representations of ASCII text, HTML, MARC, SGML and analyzed examples of finding aids. In examining finding aids, the project found the greatest similarities of structure in inventories/registers. These, then, were used as the basis of a draft finding aid DTD released in March 1995. This draft was tested by encoding and manipulating 200 finding aids from 15 repositories, the results of which were shared with archivists and manuscript curators at an invited conference. In the summer of 1995, a team of archivists and SGML experts met at the Bentley Library, as part of the Fellowship program, to begin development of design principles, data model, a DTD, guidelines and examples. The principles are the so-called Ann Arbor Accords, which state that finding aids are not objects of study but tools leading to such objects. They go on to state that the EAD does not define or prescribe the intellectual content of finding aids, but does define content designation. The Accords further state that the EAD identifies essential data elements within finding aids and that it is intended to facilitate interchange and portability.⁵

The basic structure of an EAD finding aid as defined at the Bentley has two segments. The first is information about the finding aid contained in a header similar to that used by the TEI. The second segment has two types of information: hierarchically-organized information that describes a unit of records or papers along with its component parts or divisions; and adjunct information that may not directly describe records, but that facilitates their use (e.g., a bibliography).

These results were presented at the Society of American Archivists conference in August 1995. CAIE, SAA's Committee on Archival Information Exchange, established a Working Group to monitor progress and, when appropriate, to initiate review by the SAA Standards Board. At SAA Council's request, the Library of Congress Network Development and MARC Standards Office has agreed to serve as the maintenance agency. The alpha version of the EAD was released in January 1996 and the beta version in July 1996. Examples of EAD-encoded finding aids are available to those with the appropriate software. The project participants disseminate status information both in print, electronically, and at conferences.

Why use it?

SGML advocates point to two kinds of benefits. The first relates to the fact that SGML is a public standard. This means that texts, particularly those with a long life span, are not hostage to a single operating system, software program, or computer architecture. That means that texts can be exchanged across those systems, in the present for multiple uses such as printing to paper, creation of CD-ROM, display on computer monitors, etc. The texts can be exchanged across systems over time for preservation purposes. Both of these kinds of exchanges can happen without risking the loss of the original structure of texts and without expensive recoding to retain that structural information or to make it usable for multiple purposes.

The second kind of advantage relates to the nature of electronic text, to the fact that documents are not just undifferentiated characters or words, but that they have structure and that structure conveys meaning. In representing that structure, the texts can be exploited in ways not possible if the structure isn't made explicit (if the document is simply a stream of characters or words). For example, when elements such as chapter title, photo caption, or abstract are identified, software can limit searches to text within those elements. Software can create tables of contents or indexes based on chapter or section elements or personal name/corporate name attributes.

In describing the benefits of the EAD, Daniel Pitti has echoed the words of SGML advocates: "If finding aids are encoded using a standard, then their survival is not contingent on a particular hardware and/or software configuration." This is true only if sufficient vendors support the standard, do not introduce variations that undermine interoperability, and sell their products at an affordable cost. Pitti goes on to say that "Direct access would give researchers more autonomy and control over their research."

This, too, is dependent on availability to researchers of affordable and usable software and requires that finding aids be usable without expert mediation. Lastly, Pitti explains that such encoding would "facilitate inter-institutional cooperation in collection development and preservation...allow inter-institutional cooperation in the description of and access to dispersed collections and to independent but related collections...would make it feasible...to develop the human and material resources needed to convert existing paper finding aids into machine-readable form." All of these benefits are, of course, dependent on the willingness of a critical mass of repositories to allocate scarce resources to this activity.⁶

It is difficult to evaluate these claims because the flexibility of SGML-conforming documents, that is, their availability for multiple uses, makes a general cost/benefit analysis a slippery business. It seems clear that the benefits will differ for repositories depending on the answers they make to five critical questions:

- Whom are we serving?
- What services do they want?
- What do services cost?
- Who pays for them?
- In what environment are those services delivered? Specifically, to what extent have users made the "online transition." That is, what portion of their work context is digital?⁷

It is risky to make forecasts, but my own is that the future of archives as information providers is digital—that the growing ubiquity of networked computer-mediated communication will affect all but a few potential users of archives. I think the key attributes of this new information/communication mechanism are convenience and community.

User studies, both of archives users and of information-seeking in other environments, consistently find that convenience is the most highly valued feature of an information system. It is certainly true that the definition of convenience varies across user groups, but even our most ardent champions must acknowledge that archives are not convenient for most users.

As these users become accustomed to having access to more and more information from the comfort of their own offices and homes at times that they want to work, that perception of our inconvenience is only going to grow. The second trend that has been identified in studies of Internet use is that people develop communities of interest in which they share ideas, problems, and help. This combination of convenience and community creates a rich and appealing environment in which information-intensive work

can be done.

If these trends continue, as I believe they will, then we have to be part of these new convenient communities of interest or risk being marginalized to the point of extinction. That means we will have to redesign our user services, not just make a computer version of traditional services. That means more than simply posting finding aids, hours of operation and cost of photocopies on web sites. At a minimum, it means replacing electronic initiatives designed to lure users into reading rooms with those designed to get more information out of reading rooms and onto users' desktops in a form and at a time convenient to them. It means replacing a single set of services with multiple sets of services that are responsive to differing needs of different users.

Central to these new services is the necessity of replacing finding aids as isolated packages outside the collection which point to information inside the collection. Instead, we need to convert portions of the collection to digital forms and imbed aids to access and navigation and links to interpretive information. In so doing, we can represent the same universe of information in a variety of views responsive to the needs of individual users—in other words, provide several tools from the same texts. SGML is a powerful way to do this, not only by encoding our finding aids, but encoding or encouraging user communities to encode those portions of the collection being converted to digital forms. Multiple encodings of the same documents, thus, will represent multiple views or interpretations, each interpretation, in turn becoming a working tool.⁸ In this environment, then, the archival perspective on texts becomes but one interpretation. It is a necessary one for other users because it guarantees the validity of the source text and explains its context of creation.

There are several obstacles to realizing this approach. One is that we will need new financial models. We are hampered in this because too many of us do not know what it costs to deliver traditional services. We don't know what users are willing to pay for those services. It is also difficult to develop models that work in a time of rapid change, not only change from print technologies to digital ones, but in rapid change within the digital realm. Most of us had just about figured out Gopher files when we were overtaken by the web.

We also need new attitudes. Collaboration and involvement in user communities, and relinquishing sole control of the texts in our collections in order to facilitate the recording of multiple interpretations, will be necessary.

We need new software tools as well. Compared to desktop software in such application areas as word processing, spread-

The potential of SGML to enable multiple uses of documents over time suggests that we will see as yet unimagined delivery methods with capabilities well beyond that of the web. However, considering the speed with which archives have embraced the web as an information distribution vehicle, it is clear that delivery of SGML-compliant documents over the web would be desirable. This is not now a simple matter.

Another approach to the SGML-web dilemma may be supported by Extensible Markup Language (XML). XML is designed to enable web-based delivery of SGML-encoded texts. Unlike HTML, EAD, and TEI, which are applications of SGML, XML is a simplified version of SGML. The intention is to make it easier to define document types by removing some less-frequently used features of SGML, but to retain interoperability with SGML so the resulting documents could be parsed, validated, and used the same as other SGML files. The World Wide Web Consortium established a working group in fall 1996 to devise a specification of an SGML subset for web documents. Several versions of the XML syntax have been released, as has a draft specification of linking mechanisms. The next piece to be delivered is a stylesheet specification. XML, as a work in progress, has no implementation record to evaluate. Clearly, it bears watching as a critical bridge between the two powerful but not yet compatible technologies, SGML and the World Wide Web.

These are taken from *A Gentle Introduction to SGML* and are illustrative only. They do not represent any particular DTD.

```
<! ELEMENT anthology - - (poem+) >
<! ELEMENT poem - - (title?, stanza+) >
<! ELEMENT title - O (#PCDATA)>
<! ELEMENT stanza - O (line+) >
<! ELEMENT line O O (#PCDATA)>
```

The element *line* may have any valid characters, but no element; neither tag is required.

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Steven DeRose gets at the heart of the reason that SGML, or something like it, is necessary:

"...moving to a world of computerized information requires us to undertake the work of making content structures explicit. Without this step, we have not in fact moved the information to a new medium; we have merely made an electronic photocopy...you can do no more with a photocopy than you can with the original...Only by representing the structure of the content, not merely the form of its expression in a prior medium, can we achieve the level of function we must have to manage the exponential growth of information we face...What the computer can do with data depends most importantly on the model applied to the data. A simple facsimile of a manuscript or other object is useful, but does not enable qualitatively new processing...."⁹

The obstacles to successful implementation strategies facilitating the kind of exploitation of digital texts envisioned by DeRose and others are not trivial. SGML, by itself, is not going to carry archives to success in the 21st century. It could, if we are creative and thoughtful about implementing it, be a useful tool for us to begin designing services that make digital sense.

Jill Tatem
Case Western Reserve University

Notes to the Text

1. TEI A 14 TEI Application Page Project Descriptions at <<http://www.uic.edu:80/orgs/tei/ap/>>
2. Computer and Teaching Initiative Centre for Textual Studies. "Electronic Texts and Text Analysis Tools" at <<http://users.ox.ac.uk/~ctitexts/resguide/electron.html>>
3. Pitti, D. "Access to Digital Representations of Archival Materials: Berkeley Finding Aid Project" (Presentation at RLG DIAP Workshop, March 1995).
4. Pitti, D. "Encoding Standards for Electronic Finding Aids: A Progress Report," August 25, 1995.
5. "Ann Arbor Accords: Principles and Criteria for an SGML Document Type Definition (DTD) for Finding Aids," *Archival Outlook*, January 1996: 12-13.
6. Pitti, D. "The Berkeley Finding Aid Project: Standards in Navigation," November, 1995.
7. Michelson, A. and J. Rothenberg. "Scholarly Communication and Information Technology: Exploring the Impact of Changes in the Research Process on Archives," *American Archivist* 55 (Spring 1992): 236-315.
8. Bearman, David. "Standards for Networked Cultural Heritage," *Archives & Museum Informatics* 9:3 (1995): 294-295 has an excellent example.
9. "Structured Information: Navigation, Access and Control" (Presentation at the Berkeley Finding Aid Conference, April 1995).

SGML Sources and Resources

SGML

Cover, Robin. The SGML Web Page; background, FAQs, bibliography, software, projects, discussion groups, conferences, workshops <<http://www.sil.org/sgml/sgml.html>>

The Text Encoding Initiative Home Page; background, history, TEI Guidelines, projects, technical documents <<http://www-tei.uic.edu/orgs/tei/index.html#Description>>

Text Encoding Initiative site at U. Virginia <<http://etext.lib.virginia.edu/sgml.html>>

From the Library of Congress; National Digital Library project background and technical information, including the American Memory DTD <<http://lcweb2.loc.gov/ammem/>>

The Whirlwind Guide to SGML Tools and Vendors <<http://www.falch.no/people/pepper/sgmltool/>>

Center for Electronic Texts in the Humanities <<http://www.ceth.rutgers.edu/>>

SGML Open <<http://www.sgmlopen.org>>

Goldfarb, Charles F. *The SGML Handbook*. Oxford: Oxford University Press, 1990.

Herwijnen, Eric van. *Practical SGML*. 2nd edition. Boston: Kluwer Academic Publishers, 1994.

Usenet newgroup <comp.text.sgml>

Erik Naggum's SGML FTP site; parsers, DSSSL, FAQs, DTDs, <[tp.ifi.uio.no/pub/SGML](ftp://tp.ifi.uio.no/pub/SGML)>

SGML and WWW and XML

World Wide Web Consortium; <<http://www.w3.org/pub/www/MarkUp/SGML/Activity>>

NCSA/SoftQuad SGML on the web page <<http://www.ncsa.uiuc.edu/SDG/Software/Mosaic/WebSGML.html>>

The XML FAQ <<http://www.ucc.ie/xml/>>

Boxak, Jon. XML, Java, and the future of the web <<http://sunsite.unc.edu/pub/sun-info/standards/xml/why/xmlapps.html>>

Berkeley Finding Aids Project/Encoded Archival Description

From the Library of Congress; background, status reports, sample EAD finding aids, EAD DTD documentation <<http://lcweb.loc.gov/loc/standards/ead/>>

From University of California at Berkeley; background, status reports, sample EAD finding aids, EAD DTD documentation <<http://sunsite.berkeley.edu/FindingAids/>>

Duke University's sample EAD finding aids <<http://scriptorium.lib.duke.edu/findaids/>>

University of California at San Diego's sample EAD finding aids <<http://orpheus.ucsd.edu/speccoll/testing/mscl-fa1.html>>

Yale University's sample EAD finding aids <<http://webpac.library.yale.edu:8080/>>

Cuban records and information managers: Some ideas on being a professional

The authors of this paper are second-year students at the University of Havana. They are studying in the archival/records management program of the Faculty of Communication, which is the program in which Prof. Carlos Suárez Balseiro is working. (He will be our guest in the spring of 1998.) The paper was presented in the University Forum of 1996 and gives an indication of the new effort in advocacy of archives and records management by new professionals in Cuba.

The reader should bear in mind while reading that, unlike most archivists in the U.S., the authors are thinking about a future not in university archives or historical societies, but in a corporate environment such as a business, or a governmental or quasi-governmental agency (analogies would be a big public utility, an agency like the FAA, or something like the Center for Disease Control). Their view of the information profession includes both archives and records management, not separately, but in a continuum. The emphasis in this paper is on what we would consider the records management end, which is where the "action is" in today's Cuba, with efforts to send a message, to newly-founded private businesses as well as established agencies, that care and good use of their records can really make a difference in their operations and results. [N.B: The editor has tried to facilitate the sense of the original manuscript. The words in brackets are his own; in a few cases, there was some question as to the nuances of thought.]

The educational curriculum for modern information professionals should be designed to take into account the knowledge, skills, and personal characteristics needed for the successful management of internal records in public and private organizations. This paper focuses on the problems related to the education and preparation of information professionals for the role of records and information managers. Some ideas about the importance and social status of records and information managers are analyzed. Opinions about current studies of RIM are also offered, taking into account the internal situation in Cuba and the development of organizations.

Introduction

For beginners at the undergraduate level of a library and information science career, the first step is certainly a key factor in the subsequent development of possibilities in the academic framework of the university. The meaning of information, its importance, uses, access, cost, and value are new and unknown topics which come to be heard and discussed day after day. However, the many different facets of information activity offer the student a real opportunity to improve his/her scope of knowledge about it.

This context facilitated our first contact with the records and information management field (RIM). This subject suffers misunderstanding by society at large. We have found few articles written by Cuban authors about RIM, and we are concerned because the lack of good literature is a reflection of the very poor development of these topics in society. Information in the form of records is a vital resource in reaching organizational goals; besides, we can look for the foundations of history and culture in records. They are a principal element in spiritual and social integrity.¹ No public or private organization can achieve and maintain a competitive and successful image without good records and information management.

This, our first contact with RIM, came through three different institutions: the Technical Department for Architectural Records of the National Enterprise for Projects [EPROYIV]; the Archives and Information Center of the Cuban Peace Movement; and the Central Archives of the Cuban Communist Party. The differences among these institutions were no impediment to the process of identifying the problems related to poor archives and records and information management in our organizations.

The main problems are: 1) small budgets; 2) poor support from top managers for RIM programs; and 3) the nonexistence of real records and information managers in Cuba. These problems affect the whole organizational structure; the consequence is the loss of valuable information.

For these reasons, and bearing in mind that our future professional life will begin in a new century and in the middle of a very different

socioeconomic context in which RIM managers will be an intrinsic and indispensable part of organizational strategy, we are thinking about how we will be able to face the information challenge successfully. Will we have the basic knowledge to manage internal records in an organization? What is the proper education and training for records and information managers? What are the ideal personal characteristics? Could we be good records and information managers?

We have no intentions of covering all of this in this paper; the main objective is to put forth some ideas and primary considerations on the professional education and training needed by records and information managers in order to be able to play the role of information leaders in contemporary organizations. The focus will be on the information created within organizations and found in the records, taking into account the vital importance of this information in the corporate environment.

Why do we need records and information managers?

Information is a resource, like money, personnel, or capital. It is a valuable asset and needs good management in order to achieve speedy identification, access, retrieval and timely use for corporate purposes. Records and information management is the right way to achieve this. The treatment of internal records and so-called records management programs are an integral part of information resources management (IRM). In recent years, records and information management is being consolidated as a key factor in modern management. As some people say: "Next to a good manager is a brilliant records manager." There are three global trends dominating the records landscape in business and government during the 1990s: 1) a continuing escalation of information needs and record-keeping burdens; 2) a gradual acceleration in the transition to records automation; and 3) a more coordinated and integrated approach to records and information system planning.²

These phenomena are becoming challenges for information professionals working to preserve internal sources of information in organizations. Experts have emphasized several trends which are

undermining traditionally autonomous and self-contained records management departments: 1) the organizational tendency to deal in an *ad hoc* fashion with new situations as projects which are limited in time but often cut across departmental lines; 2) organizations' turning over the management of certain administrative functions (such as mail processing, photocopying and management information services) to outside companies specializing in those services; and 3) the elimination of the functional autonomy of records management offices by the advent of a networked electronic flow of business information.³ According to Arthel Neff of Phillips Petroleum Co., the role of a records and information management specialist has become more important, and positions require more skilled personnel. In the same sense, Fred V. Dier of Glaxo Inc. stated that "...information management functions and responsibilities must be clearly defined within organizations to avoid overlaps, redundancies, and conflicts."⁴ Penn and Dykeman have also said that the records manager must be considered an integral part of top management in the organization. A records manager should be closely involved in the decisions about information policies in the organization.⁵

The efforts of records and information managers should not be directed only to records storage, organization, archival functions, etc. The big challenge is to urge the use of information in records as a resource, and this is true for all kinds of organizations. For example, in referring to records management programs and electronic medical records systems, Tierney, Overhage and McDonald of the Regenstrief Institute for Health Care in Indianapolis say that "...in order to improve the quality of medical care and reduce its cost electronic medical records systems and records management programs are in need to represent not merely a way to [make] renditions of paper charts...for maximum effect they should actively participate in improving patient outcomes."⁶

However, in order to understand the real significance of an information professional in the role of records manager, we have to be aware of the vital resource of internal records in our organizations and its significance in the impact of information. Progress in innovation and technical development, competitiveness, the satisfaction of concerned parties, job creation and productivity, and the skills and knowledge of the work force are indicators of the value of this information.⁷

In the records [of a business archives] we can find economic data, information about accounting, taxes, sales, customers, partnerships, business agreements, bank credits, etc. All of these make the foundations for good management and business success. This information is very useful in order to evaluate policies, design and implement strategies, and get a real and complete view of the business. Nothing can be done without this information, and it lies mainly in internal records.⁸

The documents created and received by organizations have many different typologies and characteristics. For this reason, records and information managers have to work to analyze the internal information in any format, through both formal and informal channels. Then they can clearly establish the real volume of records and identify the different stages in the information life cycle.

This last topic (the information life cycle) is very important in evaluating records and in identifying the different types of value (legal, administrative, fiscal, or historic) of the various documents. It is important because a legal record is as important as a statement record [sic]. For example, Swales and Rogers cite a specific internal record containing information very important to corporate ideology and culture—the mission statement. They have said that "...it is a management tool, very useful in order to develop a corporate identity, a corporate culture, and to improve ethical behavior among

the employees."⁹ Therefore, the development of organizational culture is also supported by a good records and information management policy.

Public and private organizations actually pay attention to the role of records manager. If we look at organizational charts in the U.S. corporate sector, we can see that the records and information manager is always in a key position near the decision makers, and his/her role is widely recognized.¹⁰

Information contained in records is the organizational "blood." The common problems identified by Linda Woodman,¹¹ i.e., missing information, the misunderstanding of information, and uncertainty, could be overcome with good RIM programs. The functions and duties of records and

information managers cover the design and implementation of RIM management systems, including information security, communicability, disaster recovery, the planning of image technology applications, office automation, the education and training of employees, and more. But what is the profile of this [information] professional? What trends govern the educational world of records managers?

A professional profile: knowledge, skills, personal characteristics

In Europe the United Kingdom, the Netherlands, Germany and the Scandinavian countries are at the front in the promotion and perfecting of this professional, while in America, the United States and Canada are at an advantage. The reasons for this are the roles of these countries in the global economy, their face-to-face competition in the international market (information technology and information products and services), the impact of postindustrial economies, and a preexisting culture and understanding of the meaning and significance of information.

Horton¹³ and Pemberton¹⁴ have characterized the records and information manager as a person with a complete concept of information as a resource. He/she should be proficient in the methods of adding value to information, should use information technology, and should have interpersonal communications skills as well as managerial and leadership skills. Records and information managers should be educated using this model. The manager should have a complete picture of information needs in the organization, including the different transactions and business processes. He/she should be a manager widely recognized by top management and all employees and should be able to [face] the implementation of a complete records and information management program throughout the organization, working closely with information technology staff.



L to R: Ariagna Guerra Menéndez, Alicia Naranjo Garzón, and Yanet Ramírez Hernández, University of Havana

PHOTO COURTESY OF CARLOS SUÁREZ BALSEIRO

A good records manager has a strong personality, organizational skills, and skill in analyzing the document flow in the organization. He/she should be able to handle changes, to hear and discuss issues, to identify problems, and to propose solutions. The traditional image of paperwork in offices has changed recently, mainly because of new information technology. Professional status should be supported by a strong educational program, and records managers have to reinforce their social image.

This dilemma [the educational formation of professionals] is global. Anne Thurston has written about it, expressing a logical concern about the traditional syllabus in archives and records management studies in the most established archival schools in Italy, France Germany, and the U.K. She proposes redefining these programs, saying that "...none of the schools is anywhere near to meeting these challenges, although all are beginning to be torn in different directions by their reality. While many defenders of the traditional approach are firmly committed to maintaining the status quo, governments and businesses are and will increasingly be demanding expertise in the management of modern records...."¹⁵

The changes are real. We can see them in the study program of the International Study Center for Records Management in the School of Library, Archives and Information Studies of the University College of London. This center has an international program designed to improve the study of records management in the U.K. and in other countries. It offers a master's degree, a nongraduate diploma, a postgraduate research degree and short courses, all of them with theory and practice included.¹⁶ The trend in North America is toward specialized professionals in the business and public administration sectors, although this is being questioned, and records management is becoming a mature field. Now the professional model for records managers and the certified records manager (CRM) designation promoted by ARMA are being expanded. The curricula have strong technological and management components. By the end of 1994, ARMA's Professional Education Committee had designed a postgraduate syllabus for a records and information management specialty certificate, with the purpose of giving a methodological guide to college and university records management courses, at the same time establishing a basis for a stable and widely recognized professional curriculum.¹⁷

Up to this point in our panoramic view of the education of specialists, we can enumerate four threads brought up in one way or another in all the sources we consulted: 1) methodologies for records and information management; 2) management techniques; 3) legal considerations that affect records management; and 4) new technologies. Knowledge of these will make it possible to face professionally the management of internal information in our organizations. The problem, then, is to identify the context in which the professional whom we have been discussing will work, taking into account the characteristics of a country in which the four aspects mentioned above are weak or absent in present models for the formation of information professionals.

Cuba: context and professional education

When we analyze the educational formation of information professionals able to play the role of records managers in Cuban organizations, we have to take into account the particular characteristics of our social development. Cuba is not one of the economically rich countries of the world. Our society has been affected by a socioeconomic and political situation that has been shaped in the last five years by profound changes that have taken place in the world. A Cuban professional in any field finds it very hard to keep up to date with the rest of the world in his/her specialty, and information professionals are no exception.

However, these changes taking place in our country as part of the process of rejoining the world economy have made needs related to the accessioning, access, use and management of information more demanding, as regards the necessary preparation of professionals and the capacity to give them effective answers in a complex new situation.

So far, Cuban information professionals, and mainly those in the records and information management field, have suffered from a lack of social recognition for their work. This is mainly caused by: 1) inadequacy in some of the subjects covered in the educational model; 2) the trends characterizing the development of the specialty in the rest of the world; and 3) the poor traditional image of "paperwork" and "office activity" in Cuban society.¹⁸

All of these things go against interest in an information career for those who are considering one, or for people actually working in one. In such a way it is said that when you apply for a profession you already understand what one does in that field, because you like that profession and see possibilities for personal and professional growth.¹⁹

The treatment of internal records in organizations has always been seen as a simple routine of office work without any other perspectives. Now, however, the information professional should be a leader and function as a dynamic manager responsible for all information created by the organization. We thus need a redefinition of the profession, for which the responsibility falls on the centers of professional education in the library and information science field, from the middle level up to the university.

Conclusions

A solution must be found, maybe in the formulation of a new syllabus [curriculum] at both the undergraduate and the postgraduate levels. To this end, the programs should give a complete view of records and information management in organizations in order to prepare the students to face the management of information as a resource successfully, with up-to-date knowledge and strong skills, so that they may be able to obtain and hold positions as records and information managers in the public or private sectors.

Dr. Gloria Ponjuan, Director of the Center for Studies and Professional Development in the Information Sciences, emphasizes four areas that should be taken into account if we want to prepare a competent and genuine professional, not only in the RIM field, but for information activity in general: 1) systems analysis; 2) information management; 3) marketing in the information field; and 4) new technologies.²⁰

We think the activity of a records and information manager demands knowledge in these areas, along with its application in a systematic way, as well as the mastering of the new technologies of information and communication. In addition, we need an update in all aspects related to legal issues of internal documentation and records management practices. In this way, our professionals will be much better prepared to work in our organizations as real information leaders with a strong capacity and background for decision-making and for taking an active part in organizational development. We think it is the only way to become a professional in a "winning profession" and to broadcast the advantages of managing information as the most important resource of a modern society.

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THE CUBA PROJECT

Plans continue for the visit of Carlos Suárez Balseiro of the University of Havana's Faculty of Communications. He will be a featured speaker at SOA's spring meeting on April 16-17, 1998, in Columbus. The itinerary has been expanded one last time, to include Boston. The stops on the tour, which extends from April 12 to May 15, 1998, are: Cleveland (CAR, Oberlin College, ARMA, Lorain County Historical Society, Case Western Reserve University); Columbus (SOA at OHS; other places to be selected); Ann Arbor (U. of Michigan School of Information, Bentley Library); Madison (The State Historical Society of Wisconsin); Milwaukee (U of Wisconsin); Chicago (MAC spring meeting and selected repositories); San Antonio; Washington (NARA, etc.); and Boston (the Kennedy Library/Hemingway Collection). The SOA Treasurer will handle the funds for the project, and SOA members will be able to meet Prof. Suárez while he is here at the meeting.

The big project in Havana at the moment is getting ready for INFO '97, the International Congress of Information, October 13-17. Carlos Suárez Balseiro is helping organize the international seminar on information management as part of the larger event. This seminar is entitled "Archives, Records and Information Management: Redefining Approaches," and it is being organized by the Sociedad y Archivos group and sponsored by the following: the National Archives of Cuba; the Center for Professional Development in Library and Information Science (PROINFO); the University of Havana; and the Cuban Society of Information Professionals (SOCIET). The seminar will be a half-day session. Topics include archives and records management for the 21st century; strategies for archives/r.m. in public and private organizations; new technologies; legal issues and records management; and value-added records management.

The following information concerns the overall INFO '97 Congress, Oct. 13-17, 1997:

Locale: International Conference Center in Havana

Major topics: Towards a knowledge-based society; networks and new information technologies; new ways of communication; business information in the era of globalization; physical and intellectual access to information; change and reengineering in organizations and their impact on the information profession; the modern information professional and the end user. (Call or email the Editor for a fuller list of activities.)

International sponsors: International Federation of Documentation/Latin American Commission; UNESCO; World Intellectual Property Organization (WIPO); U.N. Industrial Development Organization; SWETS Subscription Services; Colima University (Mexico). Cuban sponsors: Ministry of Sciences, Technology and the Environment; Cuban Society of Information Professionals (SOCIET); National Office for Inventions, Technical Information and Trademarks; National Organization of Lawyers' Offices; Academia Publishing House.

REGISTRATION FEES: Speaker—\$220; delegate—\$270; accompanying person—\$150

Contact the Editor for more information.

Introducing SLA: The Special Libraries Association

Many of you will remember a preconference event that was announced in the flyer for our SOA spring meeting—a visit to the *Columbus Dispatch* Library to view a state-of-the-art digital archiving system. This event was cohosted with the Central Ohio Chapter of the Special Libraries Association (COSLA). As incoming president of that group, I would like to introduce Ohio archivists who are unfamiliar with SLA to that organization and explain some commonalities.

The Special Libraries Association, or SLA, is the second largest group of library and information professionals in the country, and third in the world. Still it is small enough to be warm and friendly, a great place to mentor, and a perfect organization in which to stay abreast of the latest in information technologies. There are also ample opportunities to build a network of consultants, and to become one, for everything from automation projects to equipment purchases.

Although many archivists do not work in libraries, many of us do. Since SLA's membership is diverse and mostly from corporate, nonprofit, and other niche organizations, there is no uniform background or set of credentials. Although many do have MLS degrees, and most have an advanced degree of some sort, our commonality is based more upon what we do. As someone who has worked for ten years as a library professional in different roles, but without an MLS (I have an MA instead), I can say I have felt very much at home in SLA.

At the association level, SLA has approximately 15,000 members from the U.S. and around the globe, about half of whom typically attend the annual conference in June. This year's conference was held in Seattle, and much of the programming was of interest to me as an archivist. There were a number of presentations about digital archiving projects, such as "Image and Art Databases" (M. Simpson, *Los Angeles Times* & J. Barker, Case Western Reserve), "Digitizing Clip Files & Other Research Documents" (J. Grimsley, *Orlando Sentinel* & PTFS, Inc.), and, "Getting Your Archives on the Web" (V. Everett, *Atlanta Journal-Constitution* & J. Habayeb, *Fort Wayne Journal-Gazette*). Other programs addressed every aspect of Internet use you can imagine, and another event, "Preserving the Record" (W. Withuhn, Smithsonian Institution & J. Segal, Women of the West Museum) dealt with all those provocative issues that archivists debate relating to electronically created documents.

My conference experience was capped off with a tour of the Microsoft Library and Museum. To my delight, I was able to ferret out the two Microsoft archivists for a stimulating 20-minute chat. They sent me packing with several copies of their latest project, a slick 1997 calendar tracing the history of Microsoft with photographs and a time line compiled from their archival collections. (And yes, they had lovely offices, and, no, we did not discuss the Corbis enterprise.) Now this is networking at its best!

In addition to geographically determined chapters, SLA has many divisions which focus on topical specialties, some of which have particular value for the archivist. There is a Museums, Arts and Humanities Division which is peopled by manuscript curators, museum librarians, preservationists and archivists. A Solo Division

addresses management issues unique to single-professional shops, not an uncommon occurrence in the archival world. There is also a large and vital News Division. These are the folks who are involved with, or leading, digital archiving projects. News organizations have been at the forefront of creating CD-ROM products of back issues and photograph collections and many are now developing web site access to their holdings. The web address for the News Division is: <http://sunsite.unc.edu/slanews/>.

At the regional level, there are three Ohio chapters. The Central Ohio Chapter serves the midsection, mostly Dayton and Columbus.

The Cincinnati Chapter serves the southern part of the state and the northern section is covered by the Cleveland Chapter. The Central Ohio Chapter meets about six times per year, three times in the fall and three times in the spring. We have about 160 members and typically 25 to 40 people come to meetings that alternate between our two cities. Members work for such diverse organizations as the Dayton Art Museum and Chemical Abstracts. Programming includes everything from technology to management, with the occasional social event thrown in for levity.

In addition to the *Columbus Dispatch* tour, some of our recent programs have included: 1) "Drinking From the Fire Hose," by three WSU reference librarians about Internet searching; 2) a mini-technology fair with representatives from Intel, IBM, Apple, Sun Microsystems, and Microsoft showing us what their R&D departments are working on and what we can expect to see on the

market in 1-2 years; and 3) an all-day workshop on how to put locally-owned materials on Intranets. We're not always so techie. Last year a national speaker came in to do a very light-hearted program, "Coloring Outside the Lines," about thinking and acting creatively.

In summary, I am not suggesting SLA membership as a substitute for membership in organizations specifically for archivists, such as SOA and SAA. These societies are critical to maintaining our uniqueness and serving our needs. There are, however, advantages to forging alliances where there are common interests. For some of you, it may be a good additional affiliation for continuing education and professional service, especially if you work within a library. I welcome and encourage any SOA member to attend Central Ohio SLA events, and I can add your name to our mailing list upon request. I would be happy to put anyone in the northern or southern parts of the state in touch with the chapters serving those regions. My theme this year as president of our chapter is "Through partnering we extend our reach." I would like very much to see SOA and COSLA cosponsor another event, so stay tuned.

Finally, I would be remiss if I neglected to tell you that the 1998 SLA Conference will be held in Indianapolis on June 6-11. For more information about this event or anything else about SLA, you can access the web site at: www.sla.org. Also, I would love to hear email comments or questions from anyone. Address them to: klspiers@library.wright.edu.

Kaeli Spiers
Wright State University &
Miami-Jacobs College, Dayton



Special Libraries Association

SOA SESSION REPORTS

Spring Meeting • Ohio Historical Society, Columbus • April 17-18, 1997

Thursday, April 17

The Future of Archives and Manuscripts on the World Wide Web and OCLC's Role in this Future

Don Olvey, OCLC Online Computer Library Center

Dr. Olvey had a very balanced view of automation, giving a vision of the future gained from working on OCLC's new strategic plan. He said that the trend to automation won't last forever, but that it will last long enough to change society. World Wide Web technology has spread a web-based view of documentation, but there will be a long period of transition, with print-only materials, electronic versions of print, and totally electronic publications simultaneously. Success is not assured—we have relied for centuries on stable media, but the new media can change instantly. They facilitate current use but can botch information for the future. Problems include the impermanence of the medium, concerns with third-party providers of information, ownership problems, and the fact that it is expensive. Electronic media can save money, but only when they are deemed adequate to replace print—that is, when they achieve archival permanence.

Some of OCLC's new projects include the Library of Congress's National Digitization Project to put the Washington, Jefferson, and Lincoln papers online; a project to modernize the Dewey decimal system and then use it in the First Search program for on-the-fly classification of searches, which will then be available on the web; and a digital archives [apparently not primary sources] so that libraries don't have to keep hard copies of periodicals. One actual archival project is feasibility testing of archival collections at OCLC, which would serve as an archival repository, maintaining the security of collections but providing access on the web. On a large scale, this would have high efficiency and bring down the cost. Blue Cross of Pennsylvania and Rite Aid are ready to do this. The amounts of information are huge—750 terabytes (15 billion images or 500 years worth of 30,000 journals) can be accommodated. Annual storage would cost \$.001 per page per year. Access time to these huge silos of information would be longer than what we are used to—one to two minutes—but would be more than offset by ease of management and security. OCLC would be responsible for migrating the information to new technology. Obsolescence is the greatest threat to electronic information. Access would be on the web, through First Search. Advantages to institutions would consist in the economies of scale, cost recovery, functionality (full text, hyperlinks, reporting/statistics, billing, if needed, seven-day, 24-hour availability, automatic classification), and reliable telecommunications. Creating true digital archives will take some time to perfect, as there are profound challenges (cultural, legal, and economic). They will probably be most successful in highly centralized repositories, using nearline (instead of online) storage. The fact that archival materials have relatively low usage means scanning costs cannot be recovered from usage. Dr. Olvey's parting thought was that the ultimate outcome will probably not be what we envision today.

Archival Argosy: Experiences of Ohio Archivists in Foreign Archives

Predrag Matejic, Ohio State University; Roland Baumann, Oberlin College; Fred Lautzenheiser, Cleveland Clinic Foundation

Dr. Matejic gave a fascinating account of his efforts to gain access to and help rescue medieval manuscripts in eastern Europe, and particularly in the former USSR. He was originally going to call his paper "Fear as Motivation in the Preservation and Destruction of Archives and Manuscripts," but he ended up with "Shaken, Not Stirred," a less forbidding title, also less suggestive of his findings. Through his efforts, the Hilandar Collection at Ohio State has become one of the great treasures of medieval Slavic manuscripts in the world. This is especially true since some of the repositories he visited have now been bombed out of existence in wars, and with political changes, some manuscript collections have disappeared entirely, having been stolen or moved without advising the scholarly world. Matejic began his archival career at the height of the Cold War as a sidelight on his academic interests, but as he visited more and more repositories and became familiar with more collections that practically no one else had seen, he amassed more information about them than anyone else. He also grew to have more personal contacts than anyone else. As an outsider, he was one the one hand trusted by the guardians of the manuscripts (often the property of religious groups or other people out of favor with the authorities). He was, on the other hand, considered mysterious and dangerous by the authorities on both sides of the Iron Curtain. He described various hair-raising and even life-threatening situations into which his love of history and concern for original sources led him. At one point, officials in an international airport were ready literally to blow up his luggage because they suspected him of smuggling some unknown evil into the country. In spite of his James Bond adventures, he has survived, and his collection is now crucial to rebuilding (as much as possible) some of the destroyed repositories in the Balkans and elsewhere.

Dr. Baumann described his trip to China for the ICA conference, on which he was privileged to visit many Chinese archives and inspect Chinese archival education programs. The Chinese government and academe were extremely supportive of the conference, with publicity everywhere and the guests being made to feel very welcome, to say the least. The Chinese public knows what archivists do!

All records in China are public records (in a centralized system), and they have been for centuries, although private collections will probably soon be emerging in China. Aside from the Historical Archives in Beijing, most present Chinese records are 20th-century. There is some central Communist Party control over what people can and cannot see in the reading room. The uses and purposes of archives are different from here—the Chinese use archives administratively, and big U.S. user groups (e.g., students or newspaper reporters) are not allowed access. The people manning the archives all have the required degrees—no student assistants here!—and although the work load is much lighter, there are more FTEs in the repositories. Archivists have the top position in the information professions, above librarians and all the rest. With 1.2 billion people in China, there are approximately 1,000,000 archivists. The classification of archives is according to topic, not provenance; arrange-

ment and description follow Marxist principles at this time. Archival education is much more comprehensive than here; bachelor's degree programs are as important as the M.S. or Ph.D. courses. Whereas American archives are often poor stepchildren in a larger organization, Chinese archives are privileged. The Urban Archives in Kunming owns an upper-end eight-story hotel, the entire revenue of which goes to support the archives. With Kunming becoming a site for conventions and tourism, the archives is very well positioned. Oberlin's Shanxi Memorial Association is hosting a Chinese archival educator from June to September, 1997, who will be traveling to various universities here. For more information see Oberlin's website: <<http://www.oberlin.edu/~archive/>>.

Archivists in Cuba have traditionally followed European models; thus paleography, conservation, and some of the other important European functions are very much in evidence. There is a continuum rather than a dichotomy between archives and records management. With the end of a period of isolation, however, models of archival education are changing and the influence of modern business archives and records management will probably become more important. Numerous international information and library conferences have been held in Havana in recent years. An interest in automation exists, although it is difficult in present economic circumstances to keep up with the Joneses. UNESCO's monuments program at the Cementario Cristobal Colón are evidence of this, and there is an active computer department at the National Archives.

As with us, outreach in the widest sense is a top priority, and Cuban archivists are vigorously promoting their field in the new wave of private business ventures and tourism. They want to be in on the ground floor to show Cuban businesses and new government agencies what good records programs can do for operations. What we call "nonprofits," as well as burgeoning industries related to tourism, are beginning to establish archives. The beginnings of interest in genealogical research have been seen at the National Archives, but the use of archives by private individuals is in its infancy. Specific archives reviewed were the National Archives, EPROYIV (a government agency dealing with engineering and architectural design), and the Cementario Cristobal Colón, a very large cemetery world renowned for its sculpture, architecture, landscape features, and the decorative arts in general.

Re-creations of History Using Archives and Manuscripts

Steve George, Ohio Bicentennial Commission; Matthew Cadorette, Hale Farm and Village (Western Reserve Historical Society); Mark Lyons and Dawne Dewey, Wright State University.

REPORTED BY CAROL JACOBS

Steve George prefaced his remarks by highlighting his youthful fascination with history and how he's thrilled to be coordinating the planning for Ohio's Bicentennial in 2003. This celebration will provide an opportunity to open and reveal archival caches throughout the state. The basic program areas of the observance will be:

- Commemoration (highlighting Ohio's early history)
- Celebration (party officially begins Nov. 2002, after gubernatorial election)
"Tapestry" (communities and people celebrating their accomplishments)
- Education (bringing Ohio history to classrooms, 15 scholarships to be awarded for studying Ohio history at Ohio universities)
- Showcase (highlighting best of Ohio via exhibits, TV programs)

In addition, an encyclopedia of Ohio history is likely to be produced. All of this involves the support of archives and archivists. George is

looking forward to establishing partnerships with archivists and visiting archival repositories personally.

Matthew Cadorette related the ins and outs of developing a first-person interpretation program at Hale Farm and Village in Bath, Ohio. This type of program involves museum guides not only dressing but also speaking in the manner of people of the time. In his past experience of starting a similar program at Plymouth Plantation in Massachusetts, archival material available to him was limited, since most of it was in England. For the Hale Farm project, however, sources have been plentiful. The use of original materials increases the validity of what the village guides relate to visitors by putting things into context, providing more detail, expressing ambiguities, and showing a private as well as a public face. In essence, an effective first-person interpreter is both a history teacher and an actor. Cadorette has formed partnerships with many small historical societies and libraries in his search for primary source materials. The key is to use these materials creatively in weaving an engaging, but authentic story.

Mark Lyons and Dawne Dewey described their documentation of the Great Dayton Flood of 1913. A considerable collaborative effort went into re-creating this traumatic event in the form of an exhibit, a play and a documentary film. This effort comprised a gift to the community from the archives of WSU in observance of Dayton's bicentennial in 1996. A wide variety of archival sources were used including gravestones, interviews with flood survivors, newspaper accounts, and photographs. The single most important source proved to be the memories of survivors. It was noted that documentary film makers would have a much harder job if it weren't for archivists. The panel concluded that it's beneficial to reflect upon how the information that archivists provide is used.

Microfilming and Digitization: Reproductions of Historic Documents

KaeLi Spiers, Wright State University; Charles Arp, Ohio Historical Society; Janet Carleton, Ohio Historical Society

REPORTED BY JENNIFER KANE

KaeLi Spiers began by giving an overview of existing microfilming technology, including slides showing the equipment used in the microfilming process. She discussed the advantages and disadvantages of microfilm as a form of permanent storage. Advantages include long-term longevity; reductions in storage space; the preservation of original order; and the use of low-tech hardware to access filmed material. Disadvantages include the need for dedicated hardware because the images are too small to be viewed with the naked eye; some difficulty in access by those with sight problems; and a tedious searching process. The primary disadvantage to microfilm is the lack of indexing. Perhaps the primary advantage is the fact that microfilm can be scanned into digital format, while maintaining the permanence of the original record.

Spiers then introduced Project Open Book, a research and development program taking place at the Yale University Library, that is exploring the feasibility and costs of large-scale conversion of preserved material from microfilm to digital imagery.

Charlie Arp and Janet Carleton provided a general explanation of the digitization process. Arp feels that digitization is primarily an access mechanism, rather than a form of preservation. A digital picture is taken of the material and then read, or viewed, on a computer using an Optical Character Recognition (OCR) program. This program condenses the files and provides full text searching.

Carleton gave an update on the Ohio Historical Society's digitization project, entitled Ohio Vital Information for Libraries Center (OVIL), that will make digitized historical materials available to public

libraries through OhioLink and the World Wide Web. In addition, she announced that the Ohio Historical Society was one of ten recipients of Library of Congress/Ameritech National Digital Library grants that are designed to help historical societies and libraries put digital versions of their local records online. OHS will use the grant to digitize 22,000 pages of text and images that focus on the African-American experience in Ohio from 1850-1920.

OAHSM: Its Mission and the Possible Role of Archives and Manuscripts

J.D. Britton, Ohio Historical Society; James Oda, Piqua Historical Society/Flesh Public Library, Piqua.

The Ohio Association of Historical Societies and Museums has as its mission to aid Ohio's local historical societies in all facets of their role as guardians of local history and culture. J.D. Britton spoke about the amazingly fast increase in the number of historical societies in the 1970s, with the new interest in genealogy and local history; there are now over 600 of them in Ohio. They are generally staffed by untrained volunteers, who need all sorts of guidance and education. The state legislature approved funds to be used by the Ohio Historical Society's Local History Office for this work. OAHSM has divided the state into regions for its purposes; it has additional features such as an awards program, an internship program, and publications (the *Directory of Historical Organizations in Ohio* and *The Local Historian*, a periodical which includes useful information including a regular insert on technical topics). In recent years, even some small societies have hired full-time archivists or librarians.

Mr. Oda stated that even the smallest organizations, such as a historical house or a neighborhood genealogical society, have an archival collection of some kind. When all these bits are added up, the amount is enormous. Getting out into the field and making this material accessible is a big job. Most of these organizations are museum-oriented, and they have no idea what to do with their papers. Now, of course, computers are becoming ubiquitous, and with the advent of OPLIN in public libraries, it is no longer necessary to be near a university to find educational information online. Training programs (including Brass Tacks workshops and SOA's Archives 101), help in arranging storage space, needs assessments and surveys and planning help for small organizations are all services OAHSM provides. Ways in which SOA members can help OAHSM reach local societies were offered, including such things as holding open houses at established archival institutions, developing credibility with local people so that suggestions will not seem arrogant to them, and developing easy-to-understand instructional materials.

Friday, April 18

Systems Security

Peter Bates, State Library of Ohio; Clifford Collins, Ohio State University; Bob Carterette, Cleveland Public Library

REPORTED BY KERRIE A. MOORE

The first speaker, Bob Carterette, discussed the importance of standardization of electronic records. The standard for bibliographic records is ISO 239.2, known to the archival community as the MARC format. Important features of standardization are platform independence, vendor independence, portability, durability and documentation. Record portability refers to the ability not only to import your records into the ISO 239.2 format, but also to export them.

Carterette stated that not all vendors have the capability or inclination to export the records. An important consideration when choosing a vendor is the ability to export or make copies of records. Vendors consider the records proprietary and then the customer is placed in the position of having to negotiate to make copies of the records.

Peter Bates described disaster recovery efforts after the State Library's disk drive crashed on October 1, 1996. He began by describing the events leading up to the systems disaster and then continued into a detailed account of the recovery efforts. Highlights included misunderstandings regarding maintenance of backup and operating systems. When the attempt to restore the data with the backup failed, a data recovery company was contacted to try to recover information from the backup tape. The restoration company was not able to recover all of the records. The State Library's affected areas were the financial records, patron records, and the bibliographic database, which lost most of its records. They determined that it would take years to "clean up" the files. Bates concluded with a discussion of disaster plan initiatives designed to avoid the problems hindering recovery efforts by Library staff. His suggestions included understanding contracts with individual vendors, realizing the importance of backing up systems and periodically checking the backups, contacting a data recovery company and designing a "business resumption plan" in the event of a disaster.

Clifford Collins (OSU Technical Services and member of the FBI Computer Crime Task Force) discussed systems security and how to protect computer records from destruction caused by hackers. He stated that it is important to understand how the hacker operates to deal with systems security. He described the "typical" hacker as male, in his teens to early 20s, a social misfit, and personally harmless but with too much time on his hands. A few examples of the motivations of hackers are that they want to learn, gain attention through disruption, achieve social acceptance with their peers, get revenge, or obtain money. Collins went on to describe common techniques employed by hackers to break into and/or destroy computer systems. He stated that hackers try to exploit a company's "weakest link," the employee. A common goal is to obtain company passwords to break into the system. It is important that an employee never reveal his/her password for any reason. Collins suggested that the best ways to protect the records of a company are to perform a risk assessment and to educate staff on how to identify and avoid attempts to gain access to passwords.

Popular Culture Collections

Chuck Piotrowski, Western Reserve Historical Society;
Kevin Grace, University of Cincinnati; Jonathan Dembo,
Cincinnati Historical Society

Chuck Piotrowski spoke on recorded sound as one aspect of popular culture. WRHS had to revise its mission statement to include forms of culture other than the originally mandated "written word." An institution is going to end up with various manifestations of popular culture in its collections anyway, and the subject should be covered in its official statement. The value in collecting this material comes partly in saving something that is usually overlooked. Since few people belong to the elite of any society, popular culture is an equalizer—"people like to see their stuff behind glass." Users can be movie directors seeking to establish an authentic atmosphere on the screen or scholars researching the ethics and esthetics of an era.

The collector has to identify his/her collecting scope. Pop culture is a system of production, promotion, and consumption. Creators, businesses, promoters, and collectors are all part of it. The archivist's task is to find out what the culture is in a particular community. Who creates pop culture in the community? Who makes it their business?

One needs to get to know the people in stores, recording studios, manufacturers, and TV stations. Who consumes pop culture? Who critiques it? Who are the technicians? To answer this question, don't go to the top of the organization—it is the audio engineers at a radio station, not the CEO, who save the material and network with each other. Where are the locations in which you can find manifestations of this culture? The last and most important question is, "Who is doing it today?" Find these people and invite them for a tour of your institution. They will be your eyes and ears in the field, and they will become your collectors.

Kevin Grace spoke about the baseball research collection at the University of Cincinnati. In 1985 a baseball fan in the community wanted to donate his collection to a local repository. Some UC faculty were very critical of the Archives for accepting such a "lowbrow" collection; but the integration of the ordinary into historical viewpoints is necessary. Several audiences had to be convinced of its worth: the library administration, worried about how administrators would view it; the faculty, who had to be convinced that it would be useful for classes or publications; students ("Can we use it for course credit?"); the university administration itself, wondering if it would enhance status/appearance or bring in endowment dollars; and users such as the public and the media, who asked if it would further their own products.

The history of sports as a social phenomenon started with baseball's sweeping the U.S. in the late 19th century with the building of ball parks, and continues today, when taxpayers foot the bill for extravagant sports palaces. Other aspects of this history were how basketball began and became popular, the significance of sports clothes, the relationship of advertising to professional sports (especially re: tobacco companies), cheating, gambling, and how baseball terms migrated into everyday language. The speaker expects to teach a class on the social history of baseball and one on the urban phenomenon of basketball.

Jonathan Dembo reviewed the extensive sports collections of the Cincinnati Historical Society in the light of history. For its size, Cincinnati has been an unparalleled center of sports, beginning in the 1850s. Immigrants and minorities won acceptance first through sports, and the city's disparate groups felt a common bond in supporting their teams. The earliest organized sports organizations were those of the immigrants. The Germans brought the idea of Turner organizations and the gymnasia of the Napoleonic era to the U.S., where they finally caught on in places like Cincinnati at the end of the 1840s. The Cincinnati Athletic Club was the next milestone (1853). Other clubs and eventually the YMCA followed its lead. Then professional sports teams arrived, with the Cincinnati Reds in 1869. Another dimension was added when radio became popular; and play-by-play radio reporting of events naturally led to TV broadcasting. The Society has papers from each of these stages, as well as players' papers. Audiovisual collections begin with newsreels dating from 1917; copyright questions are very important in servicing sports collections.

Drama at the Pole and at the Archives: The Diary of Richard Byrd

Raimund Goerler, Ohio State University

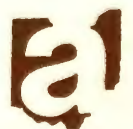
Byrd was born in 1888 into one of the oldest families in Virginia. After a trip alone around the world at age 12, he was hooked on a travel career and later joined the Navy. His athletic, competitive demeanor and good looks enabled him to advance at whatever he did. After permanent damage to an ankle which precluded normal active service, he took up flying, since he could do it while seated. During

World War I and after, he established himself as an aviation expert. By 1925, he had enough backers and money to organize an expedition to Greenland. He found a partner and drew support from the National Geographic Society. By 1926 they were ready to try going to the North Pole. Eventually Byrd made five flights across the North Pole, as well as making an even more famous trip to the South Pole.

The Byrd papers came to the Ohio State Archives in 1985. In 1992 the Archives got a grant and Richard Hite whittled the collection from 750 cu. ft. down to 550 cu.ft., with a 650-page register. The now-famous diary was present as a photocopy, but no one knew where the original was or whether this was a complete copy. The Arts & Entertainment channel had sent a crew in January 1996 to get some footage for a biographical piece on Byrd to celebrate the 70th anniversary of the first North Pole flight, and archivist Goerler was looking in a box labeled "artifacts" to see if there was anything interesting when he found the original diary. It was rather shabby; the contents were badly arranged, skipping around from one expedition to another (with notes from three different expeditions). The 1926 flight to the Pole was the center of interest, since it had been controversial even at the time. Through various vicissitudes, records had been lost or not kept, and the Norwegians and Italians were claiming that Byrd was a fraud. One of the main doubts was whether the type of plane Byrd had flown could have gotten to the Pole and back to Spitzbergen without extremely favorable winds, and records showed there was no wind at all on May 9, 1926. The diary showed that the main charge of fraudulence was not true.

It was immediately obvious that this was a major find. Goerler first went to OSU Press with the book, but was amazed when they were not interested. He made the find in April, 1996, and the anniversary was in May, so if he could get some publicity, perhaps they would change their minds and publish an edited version of the diary. Very quickly the desired publicity materialized in the form of interest by the *New York Times* and the *Washington Post*. The campus communications office got in touch with National Public Radio, which did an interview to aired on May 9. AP called the night of May 8. A press conference was held with 30 representatives of the media, and CBS news reported on the press conference. Calls began coming in from Norway, Switzerland, and Italy. On Mother's Day, Dr. Goerler was on the phone at 5 A.M. doing an interview with the BBC.

The impact of the diary was varied in its effect, but in general, the Byrd family liked the fact that the publicity was again drawing attention to Admiral Byrd's career, including his proven exploits in Antarctica. The Arts & Entertainment TV program was moved up to May from July, and there was a Byrd exhibit in Japan. The hubbub also precipitated the donation of more items to the Polar Archives. Various foundations that had already been supporting the Archives increased the level of their contributions. The OSU Press finally invited Goerler to edit the manuscript for publication. An unexpected angle was that a cult which believes the earth is hollow contacted the Archives saying that they were sure Byrd saw the cavity in the earth, entered, and was captured, and that the diary chronicled his captivity. In the final analysis, the benefit is that Byrd will get the credit he deserves for his work—not the controversial Arctic trips, but his real accomplishments in the Antarctic, which led from an era of "heroic" expeditions to one of scientific, technological group efforts. He established the U.S. claim to Antarctica and left a legacy of scientists who are familiar with both poles.



LISTSERV SAMPLER

APRIL THROUGH JUNE, 1997

WHAT I WISH RESEARCHERS KNEW...

This discussion won awards for both the longest and the most spirited of discussions. The initial inquiry came from an archivist who had compiled a guide for authors doing archival research and was asking for critiques and additions. Of the several dozen respondents, suggestions ran the gamut from mundane (You MUST check your belongings and use pencils.) to philosophical (Do we use "researcher," "patron," "user," "client," or "customer?") and evolved (devolved?) into a venting session. The trials of the reference interview and need for researchers to share ALL information received considerable play. Another thread can be summed up: "...if you smoke or eat garlic, the level of service you receive may be below par." (D. Frazee)

This discussion also morphed into "What I Wish Archivists Knew." The main theme was to cut researchers a bit of slack and to understand how inhospitable archives are, even to the initiated. There were admonitions to 1) cultivate our users as allies rather than create the sense of a war zone between us and them, and 2) know that many researchers are savvy enough to perceive a generic negative response to a specific inquiry for what it is, an admission of ignorance.

MA IN HISTORY

This was a less spirited discussion on this topic than previous ones have been. It began as a request for career planning advice, which was seconded and thirded by other list members. Comments tended towards personal testimonials, largely from people who had background in both library science and history who stressed the importance of grounding in both. Added to the debate were an equal number—one each—who insisted upon the History MA or the MLS as the best track, period. Several MLS grad students spoke about archives-oriented course work and research projects they have incorporated into their programs and the support they have received from faculty.

DESCRIPTION DEBATE

The question posed was what distinguishes "manuscripts" from "archives" and if there are differences in the way the two are handled for purposes of description. The author claimed original custody is the determining

factor, that materials needing a deed of gift are by nature "manuscripts" and they typically require more detailed, even item-level, description than institutional records, which are well enough served by categorical description. Although most respondents said that the distinction between the two is clear and well-established, there were varying opinions about whether the two types of collections should be handled the same in finding aids and indexes. One professor used the debate to promote his soon-to-be-released book on the topic (F. Burke, *Research and Manuscript Tradition*). A discussion of the French term "fonds" ensued, including exchanges about the correct usage, pronunciation and plural form.

PHOTO COLLECTIONS AND THE WEB

The originator wanted to know how other institutions are handling photograph requests for electronic publications. Comments included the usual handwringing about the ease of reproduction from the web and uselessness of copyright warnings. Some technical aspects of low vs. high resolution images, encryption and electronic watermarks followed. One person expressed resignation that "...there will always be a certain degree of piracy..." and suggested we focus on preventing large-scale misuse. (R. Pearce-Moses).

BOX LABELS

The initial inquiry asked whether other institutions include their shelf locations on box labels. Respondents volunteered with the requested information plus a lot more. Many who include shelf designations on box labels discussed procedures used for reshelfing, and how deaccessioning and shifting were handled. Several referred to the use of transparent sleeves for insertion of shelf designations (separate from box labels) that were more easily updated.

STEPHEN C. BLUMBERG

News got out quickly that Stephen Blumberg, who has been referred to as America's most notorious criminal bibliomaniac, was out of prison and circulating freely. Blumberg was convicted in 1990 of the theft of 18,900 rare books and manuscripts. He was sentenced to 71 months in prison and a \$200,000 fine.

He was arrested and imprisoned in 1996 for parole violation. Ways to identify him and get more information were shared.

CONVERTING CUBIC TO LINEAR FEET

The beauty of the Archives listserv was demonstrated by the swift response—about a half hour—to a request for a conversion scheme for converting cubic feet to linear feet. Discussion followed for days about the relative benefits of each system and the vagaries of either type of measurement. One respondent said his institution uses both simultaneously.

FACULTY WIVES' CLUBS

The initial inquiry came from a university archivist who was helping a researcher. Many other university archivists acknowledged similar clubs on their campuses, usually founded around the turn of the century to serve as social and cultural outlets for wives of faculty (who were, of course, nearly always men). In some cases, the clubs also embraced political action, especially in the World War II period and in the 1960s. Several respondents spoke of clubs still in existence, with a new focus, such as local social welfare activism or book clubs. Nobody seemed to be able to answer the specific query about how or why faculty clubs came into being.

FULL-TIME JOBS WITH NO BENEFITS?

First runner-up for the most spirited discussion was this collective response to a job advertisement on the list. The position was listed as temporary, but for two years; with a "major" but unidentified company; a contract position, so subject to self-employment taxes; and \$17 per hour but no benefits. Responses ranged from indignation to an acknowledgment of the need for entry level positions (accompanied by up-from-the-trenches testimonials). A common thread was the need for our profession to demand more if we are ever going to get respect or better pay. Two people commented on how the IRS looks at contract positions and how it is cracking down on abuses.

— KaeLi Spiers
Wright State University &
Miami-Jacobs College, Dayton

ANNUAL BUSINESS MEETING

The SOA Merit Award was presented to Rai Goerler (see Article below for details).

An amendment to the SOA constitution was passed to split the position of Secretary-Treasurer, which had become too onerous a job for one person. The amendment (a copy of which was sent to each member with the spring meeting brochure) establishes the officers of the Society as president, vice president, secretary, and treasurer. The secretary and treasurer are to be elected at alternate meetings for terms of two years. Both may serve unlimited terms (in other words, they can be elected repeatedly). The president may vote in Council only to break a tie. (The taking away of the president's vote was considered expedient since the number of voting members of Council was now even.)

The officers' duties are now defined in the bylaws as follows: "The treasurer shall follow the budget presented by the president and approved by the council, shall have custody of all monies belonging to the Society and pay them out only upon the authority of the council, and shall collect the membership dues. The secretary shall keep an accurate list of all members and take minutes of all meetings. At the annual meeting the treasurer shall present a financial report and the secretary shall make a report on the membership status of the Society."

ARCHIVES WEEK IN OHIO

October 19-25, 1997

The theme of the 5th annual Archives Week is "Celebrate Local Government in Ohio." SOA's Archives Week Celebration will be co-sponsored by the County Commissioners Association of Ohio. County governments are being encouraged to hold open houses, and Cleveland City Council is going to help support this year's poster. New regional representatives on the Archives Week Committee are Martin Hauserman (Cleveland City Council), primary coordinator in the Northeast-Cleveland region, and Julie McMaster (Toledo Museum of Art), coordinator in the Northwest region. The complete committee roster is thus: Central Ohio—Gary Arnold (Ohio Historical Society); Northeast-Cleveland—Martin Hauserman and Jennifer Kane (Dittrick Museum); Northeast-Akron/Canton/Youngstown—Randy Gooden (Youngstown Historical Center of Industry & Labor); Northwest—Julie McMaster (Toledo Museum of Art) and Jim Marshall (Toledo-Lucas County Public Library); Southeast—George Bain (committee chairman, Ohio U); Southwest-Cincinnati—Jonathan Dembo (Cincinnati Historical Society); and Southwest-Miami Valley—Dawne Dewey (Wright State).

The Spring 1997 issue of *County News*, the official publication of the County Commissioners' Association of Ohio (CCAO), included an article (p. 29-30) on this year's Archives Week. Contributions have been gratefully received from: the Buckeye State Sheriffs' Association, the City of Cleveland, the County Commissioners Association of Ohio, the County Records' Association (Ohio), the Ohio Council of County Officials, and the Ohio Library Council. We thank all of these generous organizations for their much-needed help!

The manual for SOA officers expands on the above constitutional mandates; other duties of the secretary enumerated here are to "prepare and send the council minutes to council members, the SOA Listserv, and the managing editor for inclusion in the *Ohio Archivist*." The treasurer's job is described here also. To insure operations run smoothly, a timetable of duties is suggested. Under "other duties of the treasurer" we find: "mail dues notices according to the following schedule: 1st notice, July 1; 2nd notice, August 15; 3rd notice, October 1. Provide written financial statement to all council members at every council meeting. Send a copy of the monthly bank statement to the President. Prepare a written annual financial statement for distribution at the annual business meeting. Prepare a written financial statement for inclusion in the *Ohio Archivist*."

Elections: President, Ken Grossi; Vice President, Dawne Dewey; Secretary, Julie McMaster; Treasurer, Diane Mallstrom; new Council members, Kerrie Moore and Jim Oda. Remaining on Council are Tom Culbertson and Gillian Hill. George Parkinson and Jennifer Kane were going off Council.

The Secretary-Treasurer gave her report and thanked Mitch Helms for her assistance with the membership directory and for volunteering to keep the mailing label database.

Committee reports were given and accepted: Archives Week (see elsewhere in this issue); Education; Nominating; Public Information; and Programs (this is the ongoing Programs Committee, not the ad hoc Program Committee set up for each meeting and disbanded after it is over). The Education Committee will provide a brochure for the 1998 calendar year of workshops, and members were asked to make suggestions for future workshops and to volunteer as instructors.

Rai Goerler receives Merit Award

SOA's Merit Award was presented to Dr. **Raimund Goerler**, Archivist of The Ohio State University, at the annual business meeting. He was recognized "in recognition of his excellent work as both advocate and archivist of the Admiral Byrd Papers, for his initiative and leadership in establishing an electronic records program for Ohio higher education, and in honor of his years of dedicated service as historian of the Society and caretaker of the SOA Archives."

Goerler has been a member of SOA for a long time, serving on Council in 1980-1982, as Secretary-Treasurer in 1982-1984, and as President in 1984-1986. He wrote the history of the Society in 1993 for its 25th anniversary and oversaw the publication of a book of essays to celebrate the anniversary. He gave SOA's own archives a home at Ohio State and chaired the Committee on Records Retention of the Inter-University Council of Ohio. This last project resulted in a very important manual, *Records Retention for Public Colleges and Universities in Ohio*, published in 1992 and used as a guide elsewhere. Rai continued to develop this project in various ways after this milestone was reached. His work in polar archives and the Admiral Byrd Papers has been extensive, and he gave a plenary session at the April 1997 meeting (see session reports). Not least, everyone knows him as a person who is not afraid of hard work and always does a splendid and solid job; is knowledgeable and respected, but always approachable; and has the rare double gift of both a quick sense of humor and of speaking only when there is something to say. This award is certainly well-deserved!

SOA's Awards Committee is chaired by the Vice President, so for future awards, be sure to forward your recommendations to Dawne Dewey (tel: 973/775-2092).

IN MEMORIAM

Ruth Walter Helmuth

August 29, 1918-July 15, 1997

Ruth Helmuth, Case Western Reserve University's first Archivist and one of SOA's five founders, died in her sleep July 15 at Judson Park in Cleveland. She founded Western Reserve University's archives in 1964, working with the help of only one student employee to build the collection. She was University Archivist from 1967 (when Western Reserve University and Case Institute of Technology federated) until her retirement in 1985, when the CWRU Trustees named her Archivist Emerita. CWRU's archives endowment fund was renamed in her honor in 1986.

Under Mrs. Helmuth's direction, the archives of WRU (and later CWRU) rose to national prominence. In the late 1960s, she developed a program for training archivists. It was an early model for similar efforts nationwide, as formal archival training has existed at the university level for only about 30 years. The program combined archival course work with offerings from the School of Library Science and the Department of History, becoming the nation's first double degree archival program. She remained close to her students, who are scattered across the country. From 1970 to 1980, she developed and directed a Workshop on College and University Archives. This offered postgraduate instruction to professionals in the field and became a model for other programs around the country.

In recognition of her experience and standing in archival education, the Society of American Archivists elected her a Fellow in 1974. This honor is restricted to only five



Ruth Walter Helmuth
Archivist, CWRU, 1964-1985

PHOTO COURTESY OF CASE WESTERN RESERVE UNIVERSITY

percent of its membership. Mrs. Helmuth, an SAA member since 1965, served as its president in 1980-1981, after holding an elected post on its governing council from 1973 to 1977.

In 1968, she became a founding member of the Society of Ohio Archivists, and she served through 1972 as its first secretary-treasurer. She received a special citation for meritorious service in 1974.

In 1979-80 she served on the panel which reviewed qualifications for the U.S. Archivist, and

in 1980-81 she was a member of a similar group reviewing qualifications of candidates for the directorship of the Gerald Ford Library. Ohio Governor James A. Rhodes appointed her to the Ohio Historical Records Advisory Board.

Elected to Phi Beta Kappa in 1938, she received her A.B. from Radcliffe College in 1939 and her M.S. from Smith College in 1940. She began her career in 1940 as an English teacher at a Massachusetts secondary school, then held a variety of positions in personnel and office management around Cleveland from 1942 through 1950. Her first association with WRU was as contributing abstractor for the Review of Metals Literature produced by the American Society of Metals, working in its documentation center.

Mrs. Helmuth was a founding member of the Great Books Club at the Noble Neighborhood Library in Cleveland Heights. This book discussion club began in 1946 as one of about 20 such clubs in the area based on a program at the University of Chicago. At Judson Park, she was president of the residents' council and worked on several of its committees.

She is survived by her daughter, Ann Allard of Cleveland, and a brother, Armin A. Walter of Columbus. Her daughter and all of her brothers had connections with Western Reserve or CWRU. She was the wife of the late Donovan Helmuth and the sister of the late Carl Walter and Paul Walter. A memorial service was held at Judson Park on July 29, with many former students from across the country in attendance.

Julie M. Van Ginkel Overton

February 19, 1918-June 28, 1997

Julie Overton, recipient of SOA's Merit Award in 1996 and energetic SOA member who bridged Ohio's communities of genealogists and archivists, was born in New York City to parents of Dutch extraction. She graduated from high school in the Netherlands and received a B.A. from Antioch College in 1962 and an M.A. in history/archives from Wright State in 1979. She is survived by her mother, her husband Ralph, her children Leslie, Archie and Holly, and three grandchildren.

Julie was prominent in the Ohio Genealogical Society, which she led as president in 1984-1988. She held every possible office in OGS and was elected a Fellow in 1982. During this time she accomplished several major projects: a complete revision of the OGS constitution; a rotating plan for the site of the annual conference so that all parts of the state would be represented; and the development of an annual OGS Leadership Conference. She was elected a Fellow of the OGS in 1982 and served on

many committees; she chaired the annual convention for three years. She was a founding member of the Greene County Chapter of OGS.

Julie was coordinator of the local history program at the Greene County Public Library, from which she recently retired. During her 16 years of service as the coordinator, she helped the Greene County Room grow from one small room into a repository including a large reading room, a microfilm area, a workroom, and an archives area serving an average of 600 people a month. Besides her professional activities, Julie sang in the Yellow Springs Community Chorus, belonged to the Unitarian Fellowship, the Yellow Springs and Greene County Historical Societies, and was a past president of the Yellow Springs League of Women Voters. She loved nature and was a member of the Little Miami Inter League (Little Miami, Inc.) and was active in getting the Little Miami designated as a scenic river. She was an exceptionally valuable colleague who will be sorely missed.

NEWS NOTES

The **Mahoning Valley Historical Society** will be hosting the reception at the SOA fall meeting in the Arms Family Museum. (See front page.) In addition, MVHS is taking an active role in the fall symposium of the Society of Industrial Archaeology to be held Sept. 25-27 on the campus of Youngstown State University. Other special events are the MVHS Founder's Day event on Sept. 10; a fall bus trip; and the spectacular annual Holiday Open House in December. For more information call 330/743-2589.

The **Hiram College Archives** received a grant from the Division of Higher Education of the Christian Church (Disciples of Christ) to promote access to, and use of, Christian Church-related materials in the Archives. As a result of the grant, an archival workshop for Disciples' clergy was held in the Archives; additional cataloging of material in the collection was undertaken; and a newsletter describing the collection and how to access it was sent to Disciples' congregations and institutions of higher education. An additional benefit of the grant was the development of a web page for the Hiram College Archives. The site can be accessed via the Hiram College home page at <<http://www.hiram.edu>>. (Then click on "Hiram College Archives.") The page gives an overview of location, hours of operation, policies, and the archival and special collections.

The **Cleveland Museum of Natural History Archives** will be closed to researchers from August 14, 1997, until January 5, 1998. Please contact the Archivist after the first of the year and be assured of a warm welcome.

For its spring meeting, the **Cleveland Area Roundtable** ("CAR" to its members) was invited to the **Lorain County Historical Society's** beautiful home, "The Hickories" in Elyria, by LCHS's Director, Karen Adinolfi. The house was built around the turn of the century by the inventor of the modern bicycle seat. It is a beautiful example of period architecture and contains extensive collections of papers and artifacts concerning Lorain County. The summer meeting was held July 16 at the **Crile Archive of Cuyahoga Community College** (Western Campus), hosted by Dr. James Banks and Victoria Kudra. Members were treated to a cookout, a look at the collections, and a viewing of the historical video "Battle Scars II." The Crile Archive collections center on the Crile General Hospital, a military hospital built during World War II which also housed some Ger-

man POWs and later became a branch of the Veterans' Administration before becoming the site for the community college. The Archive has become a focal point for World War II interest groups, including veterans' organizations, which have contributed materials and support.

Current CAR projects are: a new edition of the 1994 CAR guide to repositories in northeast Ohio; a web page; a CAR union list of archival literature held by northeast Ohio repositories; an education project to get news out about workshops held in the area; and an outreach project. The Archives Week project will include an open house and a downtown window display. CAR is also holding a contest for a logo, for which submissions are being accepted until Oct. 31. Contact Helen Conger, CAR chair, at 216/368-6774 or <hxy2@po.cwru.edu>.

Philip Haas, formerly of the Cleveland Museum of Art, has joined Christine Krosel at the Diocesan Archives of the **Diocese of Cleveland** (Catholic).

Thomas Steman is currently employed on a post-M.L.S. internship in Lorain County. The appointment period is April 1-December 30, 1997. He holds a B.A. in history from the University of Minnesota, Twin Cities Campus, and an M.A. in history and an M.L.S. from the University of Wisconsin-Milwaukee. Although his primary place of employment is with the **Oberlin College Archives**, where he processed four collections during April and May, Tom also completed a major records inventory for the Records Commission, City of Oberlin, during June and July. Working under a service purchase contract with the Lorain County Metro Parks, Tom arranged and described the papers of Otto Schoepfle (d. 1994), a noted Lorain County newspaper publisher/editor, who held strong interests in Republican Party politics, music, and horticulture.

Beginning on September 1, 1997, Tom will return to the College Archives as a

project archivist, when he will process other manuscript collections and provide assistance in inventorying the records of Oberlin's Construction Office. Tom is an avid baseball fan, traveling to Cleveland and Pittsburgh to see games.

Two great-grandchildren of Charles Grandison Finney and George Nelson Allen donated two collections to the **Oberlin College Archives**. The combined gift, donated between 1992 and 1996, is now ready for use and is one of the most important acquisitions in the last quarter century. The more than 3500 items dating from 1804 to 1982 span five generations of five families intimately connected with Oberlin College: the Allens, Finneys, Coxes, Cochrans, and MacDaniels. In illuminating the intersections of individuals, families, and society in 19th and early 20th century America, the letters shed light on a period in the 19th century and around World War I when the College was going through considerable change. They also tell why women wanted to be educated and what it was like to be a member of an informed citizenry. Some of the people involved in their creation were: Mary Rudd Allen (Oberlin 1841), one of the first three women in the U.S. to receive a college degree; Charles G. Finney, Oberlin's second president and a nationally-known evangelist; Jacob D. Cox, a trustee (1876-1900) and Secretary of the Interior under Grant; William Cox Cochran, trustee and College treasurer 1901-1931; Laurence H. MacDaniels (Oberlin 1912), horticulture professor at Cornell and director of agriculture for the United Nations Relief and Rehabilitation Agency in Lebanon, Syria, and Albania. A document describing these collections in more detail is available at <http://www.oberlin.edu/~archive/WWW_files/cochran_newsnote.html>.

The **Rutherford B. Hayes Presidential Center** reports the following major accessions: a personal memoir of Charles Barney Dennis's Civil War experience in the 101st O.V.I.; papers of the Friendship Circle Farm

MILLENNIUM APPROACHING MAC/MARAC EARLY WARNING

For all of you who like to plan early, the millennial meeting of both MAC and MARAC will be held in Cleveland in the year 2000. This will take the place of both regional organizations' fall meetings. The councils of MAC and MARAC are in the process of choosing a hotel and making preliminary arrangements for this large conference. The Cleveland Archival Roundtable (CAR) may again serve a local arrangements function, as for the MAC meeting in 1992. This will be a big one—get ready to volunteer!

Women's Club, 1916-1997, from Sandusky County; 300 glass plate negatives of Fremont family life, businesses, organizations, and the Fremont flood of 1913 by Charles Frymire, ca. 1900-1925; business correspondence of Norwalk banker and early pioneer John Gardiner, 1837-1851; a Rutherford B. Hayes letter of 1876 regarding election strategy; papers of the Junior Federation of Women, Fremont, 1939-1967; and a letter from William Wheeler to New York Governor Alvord about redistricting in Franklin and St. Lawrence Counties.

Caroline Hemmer, a Bowling Green State University history major, completed a ten-week internship at the Hayes Center; her experience focused on the arrangement and description of manuscripts, photographic conservation, and the care and use of archival material in exhibits.

"General James B. McPherson, Gentleman Warrior," an exhibit incorporating letters, maps, paintings and artifacts from Hayes collections with those of more than 20 other institutions and individuals will open from late September through January, 1998. McPherson (West Point 1853) served in the western theater of the Civil War and succeeded Grant and Sherman as commander of the Army of the Tennessee. For enlisted men and superiors alike, he, more than any other officer, embodied the military ideals of the age. As the highest ranking officer killed in the Civil War, his death at the Battle of Atlanta represented one of the heaviest individual losses suffered by Union forces. Contact the **Hayes Center** at 800/998-7737 for information.

The Ward M. Canaday Center at the **University of Toledo** is featuring the exhibit "The Tower's Lengthening Shadow: 125 Years of the University of Toledo" through December 31. The exhibit is an overview of the institution's



Youngstown as it looked during World War II

PHOTOS COURTESY OF YOUNGSTOWN HISTORICAL CENTER FOR LABOR & INDUSTRY

history since 1872 using materials from the university's archives. The free exhibit is open weekdays from 8 a.m. to 5 p.m.

Barbara Floyd, university archivist at the **University of Toledo**, was elected secretary of the Midwest Archives Conference in May. She will serve a two-year term.

The **Byrd Polar Research Center** at **Ohio State University** is holding a two-day symposium on Sept. 5-6 to commemorate the 100th anniversary of the departure to the south polar regions of the "Belgica," the first ship to winter through the Antarctic night, in

1897-1898. It was also the first truly international scientific expedition to Antarctica. The symposium will also provide perspectives on the modern era of joint scientific expeditions in Antarctica and is being cosponsored by the Frederick A. Cook Society. Rai Goerler will be making two presentations, and the **Byrd Center** will be opening the Frederick A. Cook Society Collection.

Locked in the ice of the Bellingshausen Sea for over a year, the "Belgica" was a laboratory of endurance for its 19-member crew, which included first mate Roald Amundsen, discoverer of the South Pole in 1911, U.S. anthropologist Frederick A. Cook, the first to claim the discovery of the North Pole in 1908, Capt. Adrien de Gerlache of Belgium, two other Belgian officers, two engineers, five Belgian and four Norwegian sailors, two Polish officers, and one Romanian officer. For more information on the Center and the sessions being given at the Symposium, see the following web address: <<http://polarmet.mps.ohio-state.edu/BelgicaWorkshop/antarct.htm>>.

The Archives/Library Division of the **Ohio Historical Society** recently received a \$1.5 million capital appropriation from the State of Ohio, funding that will enable the Division to complete a multiyear automation initiative, the chief goal of which is to facilitate public access to the State Archives of Ohio and the

Spanish-American War sources in Ohio being sought

Your Editor is looking for collections in Ohio pertaining to what we call the Spanish-American War and what is known in Cuba as the War for Independence. The Cubans began their struggle in 1895-96, and the United States joined the war in 1898. In celebration of the centennial of the nation's entry into this war, and also to celebrate the centennial of Cuba's independence movement and our friendship with the guardians of Cuban historical sources, we would like to publish a list of source materials on the war found in Ohio repositories in the spring 1998 issue of *Ohio Archivist*. If you know of any materials in your own repository or anywhere else, let the Editor know (tel: 216/444-2929, email <lautzef@cesmtp.ccf.org>). Papers, photographs, graphic arts, or anything else in your collections would be pertinent. Even if you don't know of any materials at this time, please be aware of this request so that when you run across something, you can let us know!

library collections of the Ohio Historical Society. The six-year project, which began in 1995 with an initial appropriation of \$309,360, comprises five interrelated components: 1) selecting and installing an integrated library and information system for OHS; 2) cataloging, in machine-readable format, the State Archives of Ohio; 3) cataloging, in machine-readable format, the manuscript and audiovisual collections of OHS; 4) converting to machine-readable format the Society's printed materials card catalog located in the main reading room of the Ohio Historical Center; and 5) establishing the Ohio Electronic Records Archives. The State Archives cataloging project, referred to in earlier issues of this publication, is expected to be completed within the next several months. Over the past two years, project staff have cataloged more than 2300 series and added bibliographic records describing these materials to the international database maintained by the OCLC Online Computer Library Center.

Last April the Archives/Library Division received an award in the amount of \$72,844 from the Library of Congress in support of a digitizing project entitled *The African-American Experience in Ohio, 1850-1920*. The OHSD project was one of only ten selected for funding in the first year of the Library of Congress/Ameritech National Digital Library Competition, the chief objective of which is to provide online access over the World Wide Web to source materials that are fundamental to the study and understanding of American history and life. Staff of the Ohio project, which begins this September and is scheduled to run through February 1999, will digitize and mount 31,507 pages of material from a select research collection comprising manuscripts, photographs, and printed items. To complement the project and without using competition funds, OHS will digitize and mount an additional 849 pages of Ohio county records, including registers of free blacks and manumission papers.

Recent accessions of the State Archives of Ohio include annual hospital reports (1964-84) of the Department of Health; environmental protection statements and assessments (1973-91) of the Environmental Protection Agency; director's files (1973-90) of the Department of Mental Retardation and Developmental Disabilities; director's files (1963-94) of the Student Loan Commission; county and community mental health plans (1980-91) of the Department of Mental Health; child day care licensing files (1990-94) of the Department of Human Services; minutes, budgets, and program files (1976-95) and director's correspondence and subject files (1986-96) of the Department of Youth Services; director's files (1980-95) of the Department of Rehabilitation and Correction; correspondence and label certifications (1977-94) of the Department of Liquor Control; minutes and annual reports (1893-1988) of the Ohio Veterans' Children's Home; and prison registers

(ca. 1850-ca. 1960) and Bertillon photographs (ca. 1900-30) taken of inmates at the Ohio Penitentiary and the Ohio State Reformatory, both from the Department of Rehabilitation and Correction.

REPORTED BY STEPHEN GUTGESELL

The **Ohio Historical Society** and the **Ohio Association of Historical Societies** (OAHSM) would like to remind everyone that the fifth edition of *The Directory of Historical Organizations in Ohio* is available through the Local History Office at OHS. This volume identifies and gives summary sketches of the historical societies, museums, genealogical societies, and historic preservation organizations that serve Ohio's communities. It describes programs, publications, artifact collections, and visitation sites, including times of operation, contact people, addresses, and numbers. Arranged geographically, the directory has over 900 entries, and includes both a general index and a county index. The price of \$16, payable to OAHSM, includes postage and handling; send your check to the Local History Office, Ohio Historical Society, 1982 Velma Ave., Columbus 43211-2497 (Tel: 614/297-2340).

The **Miami Valley Archival Roundtable** (MVAR) had its last meeting at the United States Air Force Museum at Wright-Patterson Air Force Base on August 21. The meeting was hosted by Lonna McKinley, a new member of SOA. The Museum is digitally imaging its photograph collection, and MVAR members reviewed this project before visiting the Museum's new exhibit celebrating the U.S. Air Force's 50th anniversary as an independent agency (formerly the U.S. Army Air Corps). MVAR's next meeting will be held in downtown Dayton at two neighboring institutions. The business meeting will be held at 10:00 on Thursday, November 13, at the Aviation Hall of Fame, followed by a tour of the Packard Museum nearby, which houses its automotive collection in a former showroom. For more details call Gillian Hill, MVAR Chairman, at 937/376-8651.

Alumni of the **Wright State University** public history program (Plan C) were to hold a reunion at the 1997 SAA meeting in Chicago. Bob Smith and Shari Christy were organizing this informal get-together.

Janet Carleton announces web site changes

The **Ohio Historical Society** web site has moved. The new URL for the OHS web site front page is <<http://www.ohiohistory.org/>>.

The Society of Ohio Archivists (SOA) web site can now be found at <<http://www.ohiohistory.org/soa/>>, likewise the Ohio Historical Records Advisory Board's new URL is <<http://www.ohiohistory.org/OHRAB/>>.

We are extremely grateful to the State Library for hosting our web site for over 2 years, and they will continue to be our email provider. Please come visit our new web server!

ED. NOTE: With this issue we have adopted the style of offsetting email and web site addresses—primarily when they are embedded in text—with beginning and ending carats. This style will enable us to break long addresses at normal column widths when necessary and to use normal sentence punctuation.

CALENDAR

AUGUST 25-31: SAA annual meeting, Fairmont Hotel, Chicago

SEPTEMBER 25-26: SOA FALL MEETING, Youngstown (See pp. 1 & 2.)

OCTOBER 13-17: INFO '97, Havana, Cuba—Sociedad y Archivos seminar is part of this. (See notice on Cuba Project.)

OCTOBER 16-18: MAC fall meeting, St. Louis. Contact Laura Mills, 314/425-4468 or Marvin Huggins, 314/721-5934 x320.

OCTOBER 19-25: Archives Week in Ohio—Contact George Bain, 614/593-2710 or email: <bain@ouvaxa.cats.ohiou.edu>

NOVEMBER 6-8: MARAC's 25th Anniversary meeting, Wilmington, Delaware. Contact Margaret Jerrido, Temple University, 215/204-6639.

APRIL 16-17, 1998: SOA SPRING MEETING, Columbus.

APRIL 17-18, 1998: Ohio Genealogical Society annual meeting, Columbus. Contact OGS headquarters, 419/522-9077; fax 419/522-0224.

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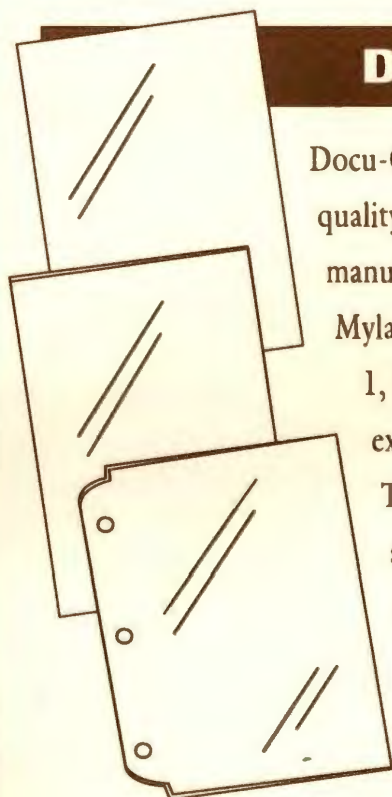
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The Society of Ohio Archivists was founded in 1968 to promote on a statewide basis the exchange of information, improvement of professional competence, and coordination of activities of archives and manuscript repositories. Membership is open to all interested persons, particularly archivists, manuscript curators, librarians, records managers, and historians. The Society holds two meetings each year and publishes *The Ohio Archivist* biannually.

Individual memberships are \$15.00 per year; \$30.00 patron; \$5.00 student. Institutional memberships are \$25.00 regular; \$50.00 sustaining; \$100.00 corporate. Persons interested in joining the SOA should mail a check or money order made payable to the Society of Ohio Archivists to Diane Mallstrom, Treasurer SOA, Kappa Kappa Gamma Fraternity, 530 East Town St., P.O. Box 38, Columbus, OH 43210.

THE OHIO ARCHIVIST is a semi-annual publication of the Society of Ohio Archivists. The editors encourage the submission of articles relating to all aspects of the archival profession as well as information concerning archival activities in the state of Ohio. Submission deadlines are February 1 for the Spring number and July 1 for the Autumn number. All materials should be directed to:

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